



Job Title: Accounting Supervisor
Program/Dept.: Administration
Classification: Regular, Full-Time/Exempt
Reports to: Chief Financial Officer
Location: 1725 N Fine, Fresno, CA 93727
Date: July 20, 2022

1. **AGENCY:**

The Fresno Center (TFC) is a non-profit organization that was established in the past 30 years serving the community of Fresno County. TFC offers 20 different support services that include mental health, wellness, and healing, from immigration to education advocacy to clinical behavioral services to holistic wellness services. TFC is the one-stop-shop that promotes cross-cultural understanding and cultural preservation. Eight of our 20+ programs focus on mental health services (Horticultural Therapeutic Community Centers Program, Living Well Center, Welfare-to-Work Employment Mental Health Services, Holistic Cultural and Educational Wellness Center, and Neighborhood Resource Center, California Reducing Disparity Project, Central Valley Regional Center Latino and Southeast Asian Navigator Program, and Kaiser Community Benefits Program). Our motto is to *Inspire. Encourage. Cultivate*. Our commitment is to equip staff with the best training and practices to develop and maintain client loyalty and be the employer of choice in the Central Valley.

2. **THE POSITION:**

Reporting to the Chief Financial Officer, the Accountant Supervisor leads all day-to-day accounting operations, with functional responsibility for accounting, accounts payable, accounts receivables, payroll, and grants administration. Responsibilities also include production of financial reports; proper maintenance of accounting records; accurate processing of financial transactions; and administration of a comprehensive set of controls and budgets designed to mitigate risks, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles (GAAP); adhere to grants management standards; and result in flawless audits. The Accountant Supervisor supervises the Accounting Clerks and other related functions.

ESSENTIAL FUNCTION AND RESPONSIBILITIES:

3. **GENERAL SUPERVISORY DUTIES:**

- 3.1. Provide leadership to finance and accounting areas of the organization.
- 3.2. Provide useful financial insights to help make better decisions about formulating and executing strategy and provide guidance and analysis to the finance director to improve results.
- 3.3. Maintain system of accounts and keep books and records on all transactions and assets.
- 3.4. Prepare and analyze accurate monthly financial and management reports, including income statement, balance sheet, budget and variance, projections and forecast, and cash flow.
- 3.5. Maintain control of the following areas: general ledger, accounts payable, account receivables, expense reports, billing, and payroll.
- 3.6. Administer US-based payroll, using various tools and partnering with ADP payroll company to deliver flawless payments.
- 3.7. Administer QuickBooks to deliver flawless accounting.
- 3.8. Supervise the Accounting clerks and assign jobs relevant to accounts payable, accounts receivable, new-hire onboarding, and broker relationship management.
- 3.9. Oversee maintenance of financial files.
- 3.10. Assist in the management of grants reporting, development, contracts, compliance, and reconciliation.
- 3.11. Prepare a variety of ad hoc financial scenarios as requested.
- 3.12. Supervise the work of assigned staff to implement approved changes and ensure program, and organization compliance.
- 3.13. Prepare a variety of detailed accounting, statistical, and narrative financial statements for reports requiring analysis and interpretation.
- 3.14. Ensure that staff attend and participate in appropriate on-the-job trainings. Schedule appropriate staff for skills enhancement training on a regular basis.
- 3.15. Monitor compliance with laws, policies, and accounting policies.
- 3.16. Act as a liaison between the organization and external third parties.



3.17 Assist in developing, reviewing, and analyzing grants, contracts, and proposals for fiscal soundness and adherence to generally accepted accounting principles and TFC policies.

4. TRANSACTIONAL ACCOUNTING DUTIES:

- 4.1. Ensure that all financial transactions are processed accurately, in a timely manner, and in accordance with generally accepted accounting principles.
- 4.2. Develop, implement, and maintain processes and controls that are current best practices related to transaction processing.
- 4.3. Manage, oversee, process (as appropriate), and act as backup for processing all of the following transactions: payroll, accounts payable, accounts receivables, revenue and expense, fixed assets, cash, bank reconciliations, and allocations.
- 4.4. Perform month-end closing procedures, including overhead allocations, account reconciliations, and updating schedules.
- 4.5. Maintain an orderly accounting filing system.
- 4.6. Generate monthly board financials and ensure all financials are accounted and balanced.
- 4.7. Analyze and resolve problems presented by subordinates, staff, or funding agencies that are complex or sensitive in nature.
- 4.8. Communicate fiscal status of assigned programs with program staff, such as with budgets and actuals reports.
- 4.9. Develop, or review, cost allocations for reasonableness and consistency.
- 4.10. Ensure the accuracy of transactions entered into the accounting system.
- 4.11. Ensure all reporting deadlines are achieved.
- 4.12. Monitor assigned general ledger activity areas for accuracy and appropriateness.
- 4.13. Prepare and/or review billing for accuracy, completeness, and conformance to policy.
- 4.14. Review variance reports prepared by assigned staff and ensure any usual items are communicated and followed-up on with appropriate staff

5. REPORTING RESPONSIBILITIES:

- 5.1. Assist in issuing timely, accurate, and complete financial statements for all levels, including Board of Directors, executive, and management.
- 5.2. Assist in coordinating the preparation of the draft audited financial statements and all tax returns.
- 5.3. Coordinate the preparation of financial information in the corporate annual report.
- 5.4. Recommend and report upon benchmarks against which to measure organizational performance.
- 5.5. Calculate and issue financial and operating metrics.
- 5.6. Assist in production of cash flow reports, annual budget, and forecasts.
- 5.7. Calculate variances from the budget and report significant issues to management.
- 5.8. Provide for a system of management cost reports.
- 5.9. Provide financial analyses and models as needed, in particular for capital investments, pricing decisions, and contract negotiations.

6. QUALITY ASSURANCE DUTIES:

- 6.1. Prepare and assist with developing audit schedules for the annual audit.
- 6.2. Suggest improvements in processes to increase organizational effectiveness.
- 6.3. Gather 990 and 990T information for the annual tax return.
- 6.4. Oversee state registration filings.
- 6.5. Analyze and resolve problems presented by staff that are complex or sensitive in nature.
- 6.6. Assist in the maintenance of the authorized signatory worksheet with sample signatures.
- 6.7. Ensure annual property tax exemption filing is completed on time and accurately and follow-up on any pending adjustment with the Exemptions office.
- 6.8. Prepare/review responses to requests for organization's fiscal information.
- 6.9. Monitor the accuracy of transactions entered into the accounting system.
- 6.10. Review procedures and documents to ensure internal controls are properly maintained.
- 6.11. Reconciliation of various accounts/statements/accounting modules to the General Ledger, as assigned.
- 6.12. Verify that accounts payable disbursements have been completed in accordance with organization and/or funder requirements.
- 6.13. Participate in the preparation, evaluation, and maintenance of budgets and budgetary controls.
- 6.14. Develop strong relationships with program managers and directors to help coordinate and monitor financial budget according to approved budget guidelines.
- 6.15. Maintain general ledger in order to complete and submit accurate financial data during month-end process according to predetermined deadlines.
- 6.16. Develop, investigate, and communicate variance issues to directors, supervisors/managers of all programs.



- 6.17. Assist in completing and compiling financial support documentation for budget and external audit purposes.
- 6.18. Perform other related duties, as assigned.

7. SKILLS AND ABILITIES TO:

- 7.1. Proactive, hands-on Supervisor who will own, in partnership with the CFO, responsibility for the Finance Department.
- 7.2. Exceptional verbal and written communications skills and the ability to interact effectively with deliver flawless payments.
- 7.3. Administer QuickBooks to deliver flawless accounting.
- 7.4. Supervise the Accounting clerks and assign jobs relevant to accounts payable, accounts receivable, new-hire onboarding, and broker relationship management.
- 7.5. Oversee maintenance of financial files.
- 7.6. Assist in the management of grants reporting, development, contracts, compliance, and reconciliation.
- 7.7. Prepare a variety of ad hoc financial scenarios as requested.
- 7.8. Supervise the work of assigned staff to implement approved changes and ensure program, and organization compliance.
- 7.9. Prepare a variety of detailed accounting, statistical, and narrative financial statements for reports requiring analysis and interpretation.
- 7.10. Ensure that staff attend and participate in appropriate on-the-job trainings. Schedule appropriate staff for skills enhancement training on a regular basis.
- 7.11. Monitor compliance with laws, policies, and accounting policies.
- 7.12. Act as a liaison between the organization and external third parties.
- 7.13. Assist in developing, reviewing, and analyzing grants, contracts, and proposals for fiscal soundness and adherence to generally accepted accounting principles and TFC policies.

8. MINIMUM QUALIFICATIONS:

- 8.1. Have good communication and leadership skills.
- 8.2. Familiarity with commonly used accounting and spreadsheet applications (e.g., QuickBooks, Excel) is highly preferred
- 8.3. Microsoft Office applications, highly preferred
- 8.4. Payroll experience, highly preferred.
- 8.5. Solid knowledge of general accounting concepts; and
- 8.6. Critical thinking and problem solving.

9. SUPERVISORY RESPONSIBILITIES:

This position will supervise 1-3 direct reports and depending on the level of duties and deadlines.

10. PERSONAL QUALITIES

- 10.1. Accountable
- 10.2. Diligent and organized
- 10.3. Ethical and loyal
- 10.4. Punctual
- 10.5. Flexible
- 10.6. Problem-solver

11. WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

12. TYPICAL WORKING CONDITIONS:

The office setting is a normal environment. Occasionally work during early morning, evening, or weekend. May be subject to temperature variances in the office. The noise level in the work environment is usually moderate but may come excessively loud with the increased patient flow during a busy day.

13. TYPICAL PHYSICAL DEMANDS:

Requires sitting, standing, or walking for up to eight hours a day. Some bending, stretching, or reaching may be necessary. Lifting to 40 pounds may be required on occasion. Vision must be correctable to 20/20 and hearing must be in the normal range for telephone contact.



14. POSITION TYPE AND EXPECTED HOURS OF WORK:

Full-time, Monday through Friday. 8:00am to 5:00 pm and weekend as needed.

15. TRAVEL:

This position may have some travel time as needed.

16. REQUIRED EDUCATION AND EXPERIENCE:

16.1. Bachelor's degree in Business Administration, Accounting, Finance, or related field.

16.2. 3-5 years of increasing responsibility in accounting and management experience

16.3. 3-5 years of general accounting experience and with one year of supervisory experience.

17. ADDITIONAL ELIGIBILITY QUALIFICATIONS:

17.1. Dependable, reliable, ability to multi-task.

17.2. Professional certification, in good standing (such as CPA CIA, CMA, or CPP), preferred.

17.3. Knowledge of financial and accounting principles and practices (with preference in grant reporting and related governmental regulations) and procedures.

17.4. Maintain a valid California driver's License, reliable transportation, and adequate auto insurance as required by state law; and

17.5. While the above is a description of the essential functions of the position, other duties may be assigned. This job description is subject to change at the discretion of management.

18. BENEFITS:

18.1. Medical, vision, and dental coverage.

18.2. Life insurance coverage at annual salary.

18.3. Sick leave, per personnel policy (7 days per year).

18.4. 401k retirement plan, after completion of 90 days of employment; potential 3% match.

18.5. Vacation, per personnel policy (12 days per year).

18.6. Holidays per personnel policy (currently 12 paid holidays per year)

19. Affirmative action plan/Equal employment opportunity (AAP/EEO)

It is the policy of The Fresno Center to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of the company's equal employment opportunity policy, The Fresno Center will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

CLOSING DATE: October 20, 2022 @ 5 PM.

To apply, please submit a cover letter, attention to Kellie Charfauros, resume, and three references, with in the subject line Accounting Supervisor and email them to kellie.charfauros@fresnocenter.org. The Fresno Center values diversity and is an affirmative action employer. All interested individuals, including women, people of color, people over forty, and persons with disabilities are encouraged to apply.