



# THE OAKLAND PUBLIC EDUCATION FUND JOB ANNOUNCEMENT

<b>Job Title</b>	Staff Accountant (Temporary)
<b>Reports To</b>	Controller
<b>Timeline</b>	<ul style="list-style-type: none"><li>• Applications accepted starting May 23, 2023</li><li>• Hiring <i>immediately</i>, position open until filled</li></ul>
<b>Job Details</b>	<ul style="list-style-type: none"><li>• Temporary, Full-Time, Hourly, Non-Exempt</li><li>• 40 hours per week; Monday - Friday</li><li>• Hybrid Schedule</li></ul>
<b>Compensation</b>	<ul style="list-style-type: none"><li>• The hourly rate for this position will range from <b>\$31.25/hr</b> - <b>\$33.70/hr</b> dependent upon experience and qualifications.</li></ul>
<b>Benefits</b>	<ul style="list-style-type: none"><li>• Oakland sick leave</li></ul>
<b>How to Apply</b>	<p>Please <u>do not</u> send your application directly through email.</p> <p>Click <a href="https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=105841&amp;clientkey=9EDDA61FB2E40A7C2CE2B691A9A53B34">here</a> to apply or copy and paste the link below to your browser: <a href="https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=105841&amp;clientkey=9EDDA61FB2E40A7C2CE2B691A9A53B34">https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=105841&amp;clientkey=9EDDA61FB2E40A7C2CE2B691A9A53B34</a></p> <ul style="list-style-type: none"><li>• Applications will be reviewed immediately and candidates with the best fit will be contacted for interviews.</li><li>• Unfortunately, the volume of applications will prevent us from responding to all applications received.</li></ul>

### **About the Ed Fund:**

The Oakland Public Education Fund leads the investment of community resources in Oakland public schools so that all students can learn, grow, and thrive. Therefore, our work is to connect public schools with tools, funds, and volunteers. Learn more about our work at [www.oaklandedfund.org](http://www.oaklandedfund.org).

### **Work Life at the Ed Fund:**

- A fun, fast-paced, flexible, work environment;
- A brand new office in Oakland's Jack London Square that is easily accessible by public transportation, and has great parking options.
- The opportunity to make a direct, positive impact on Oakland public schools and programs serving our youth.
- Amazing networking opportunities with local leaders and businesses.

### **About the Position:**

The Staff Accountant will work closely and report to the Controller and contribute to the efficient and effective workings of the Finance and Administration Team by executing daily, weekly, monthly, and year-end accounting tasks. Tasks include: general ledger management, account and sub-ledger reconciliations, journal entry postings, account analysis, donation entry compliance, as well as special projects. This role requires strong accounting knowledge of Generally Accepted Accounting Principles (GAAP), fund accounting, time management skills, attention to detail, and effective problem solving skills.

**This is a temporary full-time position, for a 6 month duration (with the potential to be long-term). The Staff Accountant will be required to work a hybrid schedule (remotely/in office).**

### **Duties and Responsibilities:**

- General Ledger Management - chart of account maintenance, accurate posting of transactions to avoid reclassifications and update forms when changes to the chart of accounts warrant an update
- Balance Sheet Reconciliations - ensure accurate balances and consistent timely reconciliations for management to review.

- Sub-ledger Reconciliations - ensure all external sub-ledgers (i.e. Salesforce, Classy, PayPal, etc.) reconcile with financial information posted to the general ledger. Maintain supporting documentation for review by management and to attach to the journal entry posting.
- Accounts Receivable - processing payments, producing statements of accounts, and account reconciliations. Invoice creation and distribution when required.
- Company credit card reconciliations, payment, communication for obtaining supporting documentation, processing approved and accurate credit card transactions.
- Cash Receipts/Deposits - review all cash receipts for coding accuracy and generate deposits in Intacct based on deposit supporting documentation and Salesforce related data for accuracy.
- Execute accounting responsibilities in line with the accounting close schedule related to daily, weekly, monthly, quarterly and annual tasks.
- Support the Annual Audit by ensuring all audit schedules are maintained throughout the year and all documentation is pulled as requested from the auditors in preparation for audit field work when scheduled.
- Recommend changes to financial practices, policies, and procedures as they relate to the accounting function.
- Other duties as assigned

### **Required Qualifications:**

- Bachelor's degree in accounting, finance or business administration and/or;
- 3-7 years of experience working in non-profit accounting, thorough knowledge of
- Generally Accepted Accounting Principles (GAAP) and fund accounting
- A high degree of integrity, trustworthiness and flexibility;
- High attention to detail and strong organizational skills;
- Good judgment and ability to manage tasks simultaneously with efficiency and poise;
- A high degree of professionalism, strong communication skills, able to work well with colleagues, vendors, contractors and various stakeholders;
- Strong data analytic skills (Intermediate to Advanced Excel proficiency)
- Prior experience in a fast-paced, growth oriented non-profit;
- Ability to work in a team setting and independently;
- Strong customer-focus and results orientation;

- Innovation and process improvement mindset

### **Minimum Qualifications:**

- Experience with Intacct cloud-based accounting system preferred;
- Experience with CRM platform, such as Salesforce;
- Experience with Excel Pivot Tables, Lookups, Macros;
- Experience in a medium, complex non-profit organization and/or private foundation;
- General Ledger knowledge and experience;
- PowerPoint at an intermediate level.
- Experience with the non-profit or education sectors is a plus, particularly in dealing with educators and administrators.
- Must be able to meet Immigration Reform Act of 1986 requirements.
- Valid California Driver's License and/or ability to drive to the Ed Fund Office and project sites throughout Oakland as needed.

### **Equal Employment Opportunity Disclosure**

The Oakland Public Education Fund is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

We also know that great candidates can bring skills to The Ed Fund that we haven't thought of just yet, and who won't fit everything we've described above. If this is you, don't hesitate to apply. Tell us what unique contributions you can offer.

We are dedicated to improving our organization and know that part of it means to better reflect the people we serve. We are committed to diversity and building an inclusive environment for people of all backgrounds and ages and we especially encourage members of traditionally underrepresented communities to apply, including women, people of color, LGBTQ people and people with disabilities.