



# Staff Accountant – Accounts Payable

## Job Description

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**Title:** Staff Accountant – Accounts Payable

**Reports to:** Accounting Manager

**FLSA Status:** Non-Exempt

**Wages:** \$26.44 per hour

**Job Type:** Full-Time - 40 Hours/week

**Location:** Pacific Beach Coastal Office

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**Summary:** Works under the direction of the Accounting Manager to perform all accounts payable duties with a positive, respectful, proactive attitude. Provide accurate and timely month and year-end reports and reconciliations adhering to all CCS standards, as well as statutory, government grant, and audit requirements. Works as part of the CCS Fiscal team to provide complete and accurate organizational support.

**Essential Functions:**

- Conduct all day to day Accounts Payable duties
- Code and post detailed check requisitions to QuickBooks by required deadlines
- Coordinate with Accounting Manager to verify invoices with current budget and grant awards
- Ensure appropriate documentation and approvals prior to processing payment
- Generate, print, and file weekly check run
- Reconcile accounts payable general ledger accounts
- Assist with day to day operational tasks of accounting
- Support sub-recipient monitoring process
- Maintain physical and digital vendor files and associated documentation
- Prepare budgets, reconciliations, financial reports, and cash flow reports
- Prepare required filings, including annual 1099's
- Assist with the process and preparation of annual audit and other regularly required audits
- Regularly carry out other duties and projects as assigned
- Cross-train with other fiscal positions, Payroll and A/R, to ensure seamless operation of accounting functions
- Work as part of the Fiscal team to provide complete and accurate organization support
- Establish and maintain positive work relationships with coworkers and collaborative partners
- Incorporate direction from supervisor to workflow and duties
- Regularly carry out special projects and other duties as assigned



**Job Requirements:**

**Education:**

- Bachelor's Degree in accounting related field or equivalent combination of education and experience.

**Experience:**

- Two or more years in accounting

**Preferred Experience:**

- Minimum 1 year experience in QuickBooks or equivalent
- Minimum 1 year experience in Accounts Payable
- Minimum 1 year experience in nonprofit accounting/government grants or equivalent.

**Core Competencies:**

- Excellent data management skills, including the ability to enter data accurately, produce reports, and create Excel spreadsheets
- Highly organized, proactive, and detail oriented with the ability to effectively multi-task, prioritize, and meet deadlines
- Work independently with general supervision
- Effectively communicate with all levels of management and staff
- Excellent written and oral communication skills
- Proactively adapt to always changing requirements and duties
- Maintain confidentiality and professionalism at all times
- Computer proficiency with Microsoft Office Suite Applications

**Working Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; climb stairs; walk; use hands to finger, handle or feel; and reach with hands and arms. Must be able to carry up to 20 pounds.

**Travel:**

Some travel may be required. Must have reliable transportation available for work-related purposes, a valid California driver's license, and proof of automobile insurance.

**Work Hours**

The employee must be available during Agency working hours of 8:30 a.m. to 5:30 p.m. and must work 40 hours each week to maintain full-time status. Occasional overtime, evening, and weekend work may be required as job duties demand.

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**To Apply: Please send your resume and cover letter to Sandra Cinco at [SCinco@ccssd.org](mailto:SCinco@ccssd.org)**