



STAFF ACCOUNTANT/AUDITOR

CLASSIFICATION: EXEMPT, AT-WILL (FULL TIME)
LOCATION: SACRAMENTO, CA
GRADE: 18

AGENCY DESCRIPTION:

Agency on Aging \ Area 4 (AAA4) is a public, Joint Powers Agency (JPA) with nonprofit status and a large, regional service area that includes the counties of Nevada, Placer, Sacramento, Sierra, Sutter, Yolo, and Yuba. Major funding is provided by the Administration for Community Living in accordance with the intent of the Older Americans Act and as appropriated by Congress. This includes allocations for “Meals on Wheels” and various other federal programs for older adults and family caregivers. Some of these programs are offered as direct services of AAA4; most are operated by community-based organizations under subcontracts with AAA4.

MISSION:

Creating and supporting opportunities that enhance the lives of older adults and their families to be safe, healthy, and independent.

POSITION SUMMARY:

Under general direction of the Controller, the Staff Accountant/Auditor has responsibility for the functions outlined below. These responsibilities may include, but are not limited to:

PRIMARY DUTIES/RESPONSIBILITIES:

- Accounting:
 - Work with other AAA4 staff and Funded Partners to ensure that all required fiscal documentation is completed in a timely manner; in order to initiate, maintain, and closeout each provider contact.
 - Assist other AAA4 staff and Funded Partners with the development and monitoring of provider budgets and revisions.
 - Process/Approve Funded Partner Budgets, Monthly Financial Reports (MFRs), and Requests for Funds (RFF’s).
 - Monitor Funded Partner expenditures and revenue vs. budget; and perform variance analyses.
 - Advise other AAA4 staff regarding fiscal concerns relating to their programs.

- Provide fiscal support and training to Funded Partners as required.
 - Oversee/Prepare monthly “Expenditure Reports” and “Request for Funds” to the CDA and various other funding agencies.
 - Oversee/Analyze cash needs and perform transfer of funds between bank accounts; Maintain Checking and Savings Worksheets.
 - Prepare various monthly/periodic journal entries as required.
 - Prepare various audit work papers.
 - Assist the Controller in an ongoing internal review of the financial records and make recommendations for improvements.
 - Assist the Controller in maintaining the accounting database through account set-ups, distribution tables, budget data, etc.
- Auditing/Fiscal Monitoring/Contract Resolution:
 - Establish and maintain a system for monitoring all Funded Partners.
 - Develop procedures for conducting fiscal assessments of all Funded Partners.
 - Conduct annual Funded Partner reviews (bi-annually on-site and desk reviews) and prepare evaluations of subcontractors, which include recommendations for improvements in internal control, record keeping, and other systems.
 - Utilize a tracking system to assure recommendations are implemented in a timely manner.
 - Distribute monthly updates on the status of audits and fiscal assessments to the Controller and other AAA4 staff.
 - Review and audit MFRs for compliance on matching funds and in-kind requirements.
 - Reconcile Funded Partner’s closeout expenditures to recipient audit reports.
 - Maintain/Review records of Funded Partner inventory including acquisitions, disposals, and depreciation.
- Other Responsibilities:
 - Cross-train on other Fiscal Department functions as assigned.
 - Perform other duties as assigned.

JOB CHARACTERISTICS:

This position is administratively responsible to the Controller. The incumbent determines the methods, techniques, and requirements for accomplishing assigned responsibilities, consistent with direction from the Controller or the Fiscal Administrator, and applicable regulations.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION/EXPERIENCE/DESIRED QUALIFICATIONS:

- Graduation from an accredited college with a Bachelor's degree in Accounting or Finance.
- Five years progressive experience in accounting and automated accounting systems.
- Experience in governmental/nonprofit accounting is preferred.
- Additional qualifying experience may be substituted for the required education.

Knowledge of:

- Generally Accepted Accounting Principles and General Accepted Auditing Standards;
- Microsoft Office with a strong knowledge of Excel
- Automated general ledger accounting systems (AccuFund preferred)

Ability to:

- Implement policies and procedures as it relates to assigned duties.
- Coordinate assignments and meet critical deadlines.
- Exercise sound independent judgment within established guidelines.
- Maintain accurate records and files.
- Give clear, concise instructions and explanations to personnel with varying degrees of technical accounting experience.
- Relate to persons of varying cultural and ethnic backgrounds.
- Establish and maintain effective working relationships with those contacted in the course of the work.

ADDITIONAL REQUIREMENTS:

- Possession of a valid California driver's license and access to a vehicle.
- Proof of automobile liability insurance.
- Willingness to travel within the planning and service area.
- Willingness to attend training relative to duties assigned.
- Willingness to work additional hours as required to meet deadlines.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands, and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and ability to see color.