Community Initiatives
Project Accounting Supervisor

Description

Community Initiatives is an Oakland-based nonprofit service organization providing over 100 nonprofit projects with fiscal sponsorship services including tax-exemption, accounting and financial oversight, risk management and insurance, legal compliance, grants management, payroll, and human resource services. Our fiscally sponsored projects (FSPs) represent all nonprofit sectors—arts and culture, education, environment, health, human services, and public affairs. While many of our projects are in the San Francisco Bay Area, others operate in various states and international locations.

The Project Accounting Supervisor position is a hands-on growth position responsible for the accurate and timely provision of accounting services to support and enhance the Community Initiative’s clients. The Project Accounting Supervisor will supervise the Project Accountants and have a working relationship with the Client Services Team and the various projects sponsored by Community Initiatives. This position reports to the Corporate Controller.

KEY RESPONSIBILITIES INCLUDE:

- Responsible for the monthly close of Community Initiatives FSP subledgers. Recommend and drive process improvements to ensure financial close timeliness and accuracy.
- Knowledge and ability to train and supervise project accountants.
- Responsible for the accounting of Accounts Receivable and all check & wire receipts.
- Explain financial statements to clients that have limited or no understanding of them.
- Assists in preparation for the annual financial statement audit and other agency audits as required.
- Prepare template and coordinate annual budget process for all FSPs.
- Research and resolve accounting issues.
- Assists with compliance related work: state, local, property (including filings for property tax exemptions, sales & use tax).
- Assist with special projects as required.
- Other duties as may be assigned from time-to-time.
- Project Accountant Responsibilities (for a portfolio of select clients):
  - First contact for clients regarding finance and accounting issues.
  - Compiles and analyzes client financial information.
  - Performs financial reconciliation of internal accounts.
  - Prepares balance sheets, profit and loss statements and other financial reports.
  - Prepares journal entries as needed.
  - Supports the accounting month-end close process.
QUALIFICATIONS:

- A Bachelor’s degree in Accounting or Business Accounting concentration.
- Requires a minimum of 4 years accounting experience.
- 1-2 years supervisory experience preferred.
- Non-profit experience and/or Public Accounting experience preferred.
- Government grant accounting experience a plus.
- Must be proficient in Microsoft Excel and skilled in using other Microsoft applications.
- Experience with Sage Intacct accounting software.
- Strong knowledge of US GAAP.
- Excellent oral and written communication skills and attention to detail.
- Demonstrated ability to work collaboratively in a team-oriented environment and exceptional client service skills are required.
- Self-starter with the skills to work independently with minimal supervision and with the ability to manage multiple projects and deadlines simultaneously.
- The individual must also be positive, dedicated to nonprofit service, and comfortable with change.
- CPA license is preferred, but not required.

Working for Community Initiatives

This position is currently remote during the COVID pandemic but will be at our office in Oakland when safely possible. There is the possibility of working remotely one or two days a week post-COVID. This is a full-time position that includes excellent benefits and a competitive salary commensurate with experience.

Comprehensive benefits package including:
- Fully paid medical, dental and vision
- 401k and 3% employer match
- Fully paid basic life insurance, LTD, STD coverage
- 4 weeks paid vacation
- 10 paid holidays
- 4 floating holidays

Application Instructions

Interested candidates should submit a resume and cover letter with salary requirements to jobs@communityin.org

Equal Employment Opportunity

Community Initiatives is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.