



California Center for Cooperative Development
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Bookkeeper/Office Manager Opening

The California Center for Cooperative Development is a non-profit dedicated to promoting cooperative businesses: www.cccd.coop. We are mission-driven and seek a bookkeeper/office manager to join our team.

POSITION OVERVIEW:

The position is 32 hrs/week and combines bookkeeping with office management. Candidates who want to work fewer hours doing only bookkeeping are welcome to apply (at this time we are not accepting applications for only the office management portion). Beginning pay range is \$20-\$24/hour depending on experience. Benefits include paid holidays, paid vacation and sick leave, and 403(B) contribution. The position reports directly to the Executive Director.

Bookkeeping includes: Managing all accounts payable and receivable, reconciliations, budgeting, payroll, maintaining chart of accounts consistent with grant and non-profit requirements, coordinating annual 990 with CPA/tax preparer, and other accounting.

Office Management includes: Managing day-to-day operations with assistance from an administrative associate.

RESPONSIBILITIES:

Bookkeeping: Accounts Payable

- a. Record bills and invoices received, prepare checks, and assure timely payment; monitor electronic payments and prepare updates as necessary
- b. Prepare and share weekly AP Summary reports and work with program staff to manage payments consistent with programs needs
- c. Track and record in QB all credit card purchases made on company credit card and assure required documentation for payables
- d. Using Intuit online payroll service: prepare payroll and maintain and update employee records
- e. Prepare all payroll reports, payroll tax payments, benefit payments, and related in a timely fashion

Bookkeeping: Accounts Receivable

- a. Record all checks and electronic payments received and prepare invoices for payments from multiple sources including grant disbursement, reimbursements for contracts, and fiscal sponsorships
- b. Assure timely deposits, prompt receipt of payments, and follow-up on outstanding invoices
- c. Maintain log of all donations and event payments; coordinate recordkeeping and timely acknowledgement/thanks
- d. Prepare monthly billings for multiple grants; share information with program staff

Bookkeeping: Reconciliations

- a. Prepare monthly reconciliations of all bank accounts including checking, fiscal sponsorship funds, PayPal, petty cash, and affiliate non-profit's bank accounts; reconcile credit card accounts for all staff members
- b. Review and balance all liability accounts on a monthly basis including medical insurance, retirement contributions, tax payments, and fiscal sponsorships; report on any amounts not reconciled within 60 days
- c. Prepare financial reports for bi-monthly board meetings: Budget-to-Actual P & L; Balance Sheet, Cash Flow, and AP/AR Summaries

Bookkeeping: Budgeting and Taxes

- a. Prepare budget for multiple grants, including government and non-government; prepare quarterly detailed budget-to actual grant reports

- b. Compile and maintain all budgets into annual organizational budget; report abnormal activity
- c. Work with Executive Director to prepare cost projections and budget drafts for board approval
- d. Ensure timely payments of all tax liabilities; prepare annual W2 and 1099 forms
- e. Work with tax preparer to complete Form990 for CCCD and affiliated non-profit

Bookkeeping: Other Tasks

- a. Ensure compliance with grant agreements
- b. Maintain backup of all financial records including regular backups of QuickBooks

Office Management: Personnel & Human Resources

- a. Maintain personnel records and practices consistent with personnel policies
- b. Process new hires using established practices and assuring that files verify legal compliance

Office Management: Operations

- a. Support program staff with grant preparation, implementation and reporting; maintain grant compliance and timelines
- b. Maintain and update personnel forms, including timesheets and reimbursement forms
- c. Maintain sufficient supplies and equipment consistent with policies, budget, and funding
- d. Assure inventory tracking and maintenance of office equipment including laptops, computers, printers, projectors, and A/V equipment

Office Management: Outreach, Database & Communications

- a. Assure website is up-to-date: coordinate changes and maintenance; ensure an active social media presence
- b. Coordinate software and other technology maintenance and updates, including computer and email accounts, regular backup of company files, and troubleshoot problems
- c. Assure that the database is current and accurate
- d. Monitor and assure effective communications

Other Duties as Assigned

REQUIREMENTS:

- Proficient in QuickBooks and Microsoft Office
- Aptitude and experience with MS Excel formulas, tables, graphs, and data sharing
- Strong knowledge of Generally Accepted Accounting Principles
- Payroll experience
- Experience with payroll, data entry, record keeping, and computer operation
- Have good judgement, integrity and excellent work habits, including a willingness to work the hours necessary to get the job done well and on time
- Organized and able to set priorities, meet deadlines, and creatively problem solve issues
- Familiarity and comfort with troubleshooting software and hardware problems
- Non-profit experience preferred
- Commitment to the mission of CCCD

EXPERIENCE:

- 3-5 years of bookkeeping experience; preferably in a non-profit
- 2+ years of experience in office management
- Preferred: Certified Public Bookkeeper (CPB/CB) or other Certified Bookkeeper Designation and/or Associates or Bachelor's degree in accounting

HOW TO APPLY:

Submit cover letter, resume, and CCCD application via EMAIL to: info@cccd.coop. No drop-ins or phone calls please. Incomplete applications will not be considered