



California Center for Cooperative Development
979 F St, Suite A-1, Davis, CA 95616
T: (530) 297-1032 F: (530) 297-1033
Email: coops@cccd.coop Web: www.cccd.coop

Job Description: Full Charge Bookkeeper

The California Center for Cooperative Development is a mission-driven non-profit dedicated to promoting cooperative businesses. We are seeking a *Full Charge Bookkeeper* to join our team in a full-time position working, with safety precautions, from CCCD's office in Davis, CA.

About CCCD: We are a 501c3 non-profit that provides public education, and development, technical assistance, and training to cooperative organizing groups and existing cooperatives, including agriculture, retail grocery, housing, childcare, worker, and other cooperative sectors. We help people to work together to meet their mutual needs through democratically controlled cooperatives.

Job Description: The position will support CCCD by 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, audit work, and preparing and assuring processing of state requirements for new employees. Position also requires preparing organizational budgets and reports for the non-profit board of directors, supporting the creation of grant budgets and preparing financial reports associated with those grants.

The position reports directly to the Executive Director.

The ideal candidate will have significant experience with non-profit bookkeeping, appreciate working with a team, align with CCCD's mission, enjoy working with diverse groups of people, and be flexible and open to a growing organization.

REQUIREMENTS:

- Proficient in QuickBooks Online and Excel (including functions and formulas)
- At least 5 years experience with:
 - accounts payable and receivable and reconciliations
 - Payroll, as well as state and federal reporting requirements
- At least 3 years experience with:
 - non-profit bookkeeping, including grant budgeting and management
 - working with non-profit tax preparation and audits
 - financial budgeting and forecasting
- Strong communication skills and a collaborative spirit
- Self-motivated, highly organized team player
- Being genuinely interested in growing professionally and personally, and supporting the same in others
- Experience with federal and state grants preferred
- Eligible to work in the U.S.A.
- Background check required

Position: Full time, exempt.

Compensation: \$41,000 to 62,500 depending on experience. Paid vacation, sick leave, health plan & retirement benefits.

Application Requirements: Submit no later than April 12; position open until filled. Applicants must submit 1) [CCCD application](#); 2) [Resume](#), and 3) [Brief cover letter](#) by email to CCCD at coops@cccd.coop (subject line: "Full Charge Bookkeeper Position") **Incomplete applications will not be considered.**

INQUIRIES BY EMAIL ONLY: coops@cccd.coop

California Center for Cooperative Development is an Equal Opportunity Employer



California Center for Cooperative Development
979 F St, Suite A-1, Davis, CA 95616
T: (530) 297-1032 F: (530) 297-1033
Email: coops@cccd.coop Web: www.cccd.coop

DETAILED RESPONSIBILITIES: FULL CHARGE BOOKKEEPER

The following is supplemental to the advertised position for Full Charge Bookkeeper.

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

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; share info for timely thank you.
- d. Prepare monthly billings for multiple grants; share information with program staff

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

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 Form 990 for CCCD and affiliated non-profit

Grant Budgeting and Reporting

- a. Work with program staff in developing budgets and preparing them to grant specifications
- b. Ensure compliance with grant agreements

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
- c. Maintain compliance with personnel policies as they relate to timesheets, vacation and sick leave, and reimbursements.