

**Puertas Abiertas Community Resource Center  
Nonprofit Accountant/Bookkeeper**

**Employment Type:** Part-time

**Salary:** \$28 per hour or depending on experience

**Reports to:** Executive Director

**Hours:** 30 hours per week

**Application Deadline:** Open until filled

Puertas Abiertas Community Resource Center seeks a versatile, results-oriented professional to join our team. We are hiring an

Accountant/ Bookkeeper to execute all of the organization's bookkeeping and accounting functions on site. Position targeted at 15-20 hours per week.

Puertas Abiertas Community Resource Center is a Napa community non-profit organization founded in 2005. We are a 501 © (3) California non-profit organization. Our Mission: "To work hand in hand with Latinos to inspire and achieve a healthy living, self-sufficiency, and opportunities for leadership and community engagement." We provide a fast paced work environment, fun team to work with, and appositve workplace for supporting career development. We serve over 4,560 clients a year and address over 30 phone calls a day. Our staff is fully bilingual/ bicultural representing the community we serve in the Napa Valley.

**Specific accounting/bookkeeping responsibilities:**

- Manage all aspects of day to day bookkeeping and accounting processes including by not limited to: A/P, A/R, payroll, journal entries, and bank reconciliation in accordance with Generally Accepted Accounting Principles (GAAPP).
- Prepare journal entries for prepaid expenses, deferred revenue, and payroll cash accounts.
- Process and pay all invoices in a timely manner.
- Execute monthly payroll activities using 3rd. party payroll service provider.
- Perform annual 1099 reporting process for vendors.
- Prepare monthly and quarterly financial reports, including standard financial report, budgets vs. actual reports, and grant specific financial reports.
- Manage time tracking process for employees with hours billable to grants, extract data to make appropriate payroll entries for financial and grant reporting.
- Work closely with Board Finance officer, and ED to execute month-end closing procedures and postings.
- Coordinate with Board Finance Officer, E.D, auditors, Tax Consultant to ensure the timely completion of IRS Form 990 and prepare quarterly and annually payroll tax return.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Support Executive Director in development and analysis of annual organization budget.
- Support Executive Director and Program Directors in development of grant proposal budgets.
- Maintain accounting procedures and policies and systems of internal controls to ensure the

- integrity of all financial systems.
- Serve as key interface with banks and be responsible for cash management (e.g. anticipating cash needs and transferring funds to ensure sufficient cash available at all times).
- Perform non-routine task requiring good judgement and initiative.

### **Qualifications:**

- Accounting degree or equivalent work experience
- 3-5 years' work experience in a bookkeeping/ accounting function
- Experience working in nonprofit multi-fund accounting, including experience tracking and reporting financial data from multiple grant funders, preferably with federal grants.
- Strong QuickBooks skills, including all normal accounting transactions, GL management, budgeting, and reporting
- Strong Excel skills
- Experience going through a financial audit
- Ability to work independently and in a team environment,
- Attention to detail, strong communication, and problem solving are critical skills for success in this role,
- Commitment to the principles of sustainability and sustainable economic development.
- As a small organization operating in a very dynamic environment, a significant amount of flexibility and teamwork is required. Employees are expected to work collaboratively to ensure organizational success.

### **Application Process:**

**To apply:** Please send a resume and cover letter to Blanca Huijon, Executive Director, at [blanca@puertasabiernasapa.org](mailto:blanca@puertasabiernasapa.org). In the subject line, please write "Program Director."

Please send the following items as electronic attachment:

- Cover letter describing your fit for the position, including experience that aligns with the qualifications in the job description. If you are interested in an expanded scope, please also include information about your fit for the other areas in which you have significant experience; grants and contract management, HR functions, organizational data/database management, experience with CRM tools or workflow management software, or management of outsourced services.
- Resume
- List of 3-5 references. We will not contact them unless you are a finalist for the position.

**The position is open until filled.**