

GOODWILL INDUSTRIES OF THE GREATER EAST BAY

Position Title: General Accountant – Contracts
Position Purpose: A) Coordinate all facets of the accounting process related to Work Force Development City, County and Government Contracts.
B) Coordinate all facets of the accounting process related to Ability One Contracts
Department: Finance and Administration
Reports To: Accounting Manager
Supervision: None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A) Work Force Development City, County and Government Contracts.

In compliance with individual contract guidelines and stipulations:

1. On a daily basis:
 - Review Purchase Orders for requested supplies, materials and services.
 - Track Purchase orders for timely payment and ensure fulfillment.
 - Process check requests with appropriate coding to A/P
 - Work with Contract Managers to resolve ordering issues
2. On a monthly basis:
 - Coordinate monthly revenue journal entries between departments
 - Prepare monthly cash receipts journal entries as needed
 - Develop contract expenditure journal entries and reconciliations
 - Review all payment requests and back-up documentation.
 - Reconcile and age Work Force Development accounts receivable contracts
 - Perform balance sheet reconciliations as assigned
 - Work with Managers to evaluate expense variances and report status
 - Maintain contract profit & loss statements.
 - Work with managers to obtain contract maximums.
 - Develop contract projections based on current expenditures
3. Conduct on site inventory reviews and audits as assigned.
4. Assist in the preparation for annual external audits

B) Ability One Contracts.

In compliance with individual contract guidelines and stipulations:

1. On a daily basis:
 - Generate Purchase Orders for requested supplies, materials and services.
 - Track Purchase orders for timely payment and ensure fulfillment.
 - Process check requests with appropriate coding to A/P
 - Resolve Credit Card issues for secondary services
 - Work with Contract Managers to resolve ordering issues

2. On a monthly basis:
 - Coordinate monthly revenue journal entries between departments
 - Prepare monthly cash receipts journal entries as needed
 - NISH commission journal entries and reconciliation
 - Review NISH liability generating payment requests and back-up documentation.
 - Reconcile and age Ability One accounts receivable contracts
 - Perform balance sheet reconciliations as assigned
 - Evaluate expense variances and report status
 - Maintain contract profit & loss statements.
 - Create consolidated monthly RFTA Parks labor billing
3. Conduct on site inventory reviews and audits as assigned.
4. Assist in the preparation for annual external audits

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Other duties as may be assigned.

QUALIFICATIONS:

1. Bachelor's degree in Business Administration, Accounting, Finance or Social Science with 2 years experience in a corporate accounting office with general accounting, accounts payable or accounts receivable experience
2. Experience with a non-profit desired but not required.
3. Great Plains Dynamic experience highly desired.
4. Must possess sound judgment; be highly discreet and able to handle multiple priorities.
5. Computer Literate and must have experience using Microsoft Office applications
6. Excellent written and verbal communications skills; and detail oriented.

CORE COMPETENCIES:

Analytical Ability: Gathering data, facts and impressions from a variety of sources about staff members; seeking knowledge about policies, rules, laws, precedents, or practices; managing the data flow; classifying and organizing information for use in decision making and monitoring.

Problem Analysis: Identifying the important elements of a situation by analyzing relevant information; framing problems; identifying possible causes; seeking additional needed information; framing and reframing possible solutions; exhibiting conceptual flexibility; assisting others to form reasoned opinions about problems and issues.

Professional Judgment: Reaching logical conclusions and making high quality, timely decisions based on the best available information; exhibiting tactical adaptability; giving priority to significant issues.

Implementation Skills: Making things happen; putting programs and change efforts into action; facilitating coordination and collaboration of tasks; providing "midcourse" corrections when actual outcomes start to diverge from intended outcomes or when new conditions require adaptation; supporting those responsible for carrying out projects and plans.

Interpersonal Sensitivity: Perceiving the needs and concerns of others; dealing tactfully with others; working with others in emotionally stressful situations or in conflict; managing conflict; obtaining feedback; recognizing multicultural differences; relating to people of varying backgrounds.

Oral and Written Expression: Making oral presentations that are clear and easy to understand; clarifying and restating questions; responding, reviewing, and summarizing for groups; utilizing appropriate communicative aids; being aware of cultural and gender-based norms; adapting for audiences. Expressing ideas clearly; writing appropriately for different audiences; preparing brief memoranda, letters, reports, and other job-specific documents.

05/10