

Non-profit social services agency located in Mountain View, CA has an immediate opening for a Full-Time Accountant. The organization has successfully served its community by providing a host of vital social services to the residents of Mountain View, Los Altos and Los Altos Hills for over 60 years.

The Accountant position is responsible for the timely and accurate closing of month-end through the preparation of monthly financial statements. The Accountant will manage accounts payable and receivables, assist with the monthly billing and reporting of government contracts, reconcile bank statements and general ledger accounts. The Accountant position will support the annual budget and year-end audit process.

Reporting to the Director of Finance and Operations, the successful candidate will possess the required qualifications.

- Bachelor's degree in Accounting or Finance preferred
- Knowledge of and experience working with GAAP
- 2-4 years accounting experience in a non-profit organization
- Experience using QuickBooks
- Proficient using MS Office with strong Excel skills
- Self-motivated and able to work with minimal supervision
- Organized, able to meet deadlines, and attention to detail are essential
- Sensitivity to persons of diverse socio-economic and ethnic backgrounds

The position is full-time, non-exempt at 37.5 hours per week. Excellent benefits.

Cover letter and resume should be e-mailed to msabado@csacares.org

Principals only. Recruiters, please do not contact this job poster.

Please, no phone calls about this job!

Please do not contact job poster about other services, products or commercial interests.

