

Accounting Coordinator

- **FLSA Status:** Full-time, Non-Exempt
- **Compensation:** \$20 - \$28 per hour
- **Post Date:** May 2, 2023
- **Close Date:** Open until filled

Under the supervision of the Accounting Manager, the Accounting Coordinator will provide support to management across the organization, principally to the Director of Finance. The overall goal of the Accounting Coordinator is to support the financial day-to-day operations and maintain accurate databases and complete bookkeeping duties.

About Sacramento Covered

Sacramento Covered is a nonprofit organization with a mission to improve health and wellbeing of Sacramento area residents by addressing the social drivers of health (including access to food, housing and health insurance). We value our team members for the essential work they do in our community year-round. We offer competitive pay, robust benefits, and maintain work-life balance within a diverse and inclusive work environment that is purpose-driven and outcomes-focused!

Healthcare Benefits

We provide:

- 100% of our employees' medical, dental, and vision plans
- 100% of employee dependents' medical plans
- Employee life Insurance coverage equal to 100% of annual salary
- A pre-tax Flexible Spending Accounts (FSA) for healthcare and dependent care expenses



Wellness Program & Paid Time Off

Each year, we provide:

- 120 hours of vacation and sick time
- 2 paid Wellness Days
- 13 paid holidays
- Employee appreciation events, professional development training, and retreats
- Access to an Employee Assistance Program (EAP) to help employees navigate work-related and personal issues



Financial & Retirement

We offer:

- A 403(b) Retirement plan with immediate employer match up to 4%
- An opportunity for yearly bonus
- An Employee Referral Program (\$250 when you refer each future team member)



Other Benefits

We also offer:

- An Employee Perks Program with discounts on amusement parks, travel, concerts, and more
- Mileage and tech reimbursement for eligible positions
- Clinical supervision hours provided by Licensed Clinical Social Worker (LCSW) staff for eligible team members
- Sacramento Covered-branded swag (shirts, hat, jackets, and more)
- Modern collaborative work space*
*most positions



Job Duties

- Provide accounting and clerical support to the accounting department.
- Daily entering data of financial transactions into QuickBooks, including debit card transactions and vendor accounts payable invoices.
- Assist in developing fiscal and financial policies and procedures.
- Review invoices received from vendors for accuracy and assist in identifying discrepancies. Match invoices to packing/delivery slips and approval emails, if applicable.
- Prepare debit card reconciliation statements and compile supporting documentation, including in electronic format.
- Communicate with vendors to resolve issues.
- Assist with payroll processing twice monthly for 100+ employees.
- Prepare 1099 for vendors and consultants.
- Assist with preparation for annual audits.
- Maintain Revenues Excel worksheet, and other contract tracking worksheets.
- Assist with preparation of monthly and quarterly financial reports.
- File and maintain paper documents in expense and revenue binders.
- Prepare bank deposits.
- Assist with invoices to funders and donors.
- Organize electronic directory of finance, vendor and funding contract documents.
- Other duties as assigned.

Requirements

- **Employment Experience:** Three years of experience working in a nonprofit, accounting, data analysis, finance, or accounting field; Solid understanding of basic bookkeeping, and knowledge of generally accepted accounting principles and procedures.
- **Educational Attainment:** Bachelor's degree or equivalent from four-year college or technical school with an emphasis in accounting, finance, or other related field; A combination of education and employment experience also considered
- **All newly hired employees are required to be fully vaccinated against COVID-19 prior to the first day of employment.**
- **Report to office located in downtown Sacramento.**

Knowledge, Skills and Abilities:

- Knowledge of QuickBooks for non-profits online preferred.
- Experience with grant reporting preferred.
- Working knowledge of Microsoft Office applications preferred.
- Awareness of socio-cultural characteristics of population served by Sacramento Covered.
- Problem solving, decision making, and critical thinking skills required.

- Excellent verbal and written communication skills with ability to read, write, speak and understand English clearly.
- Strong phone and communication skills.
- Detail oriented, organized and possess time management skills.
- Strong interpersonal skills with a demonstrated ability to work independently on individual and assigned tasks while exhibiting good judgment.
- Must have reliable transportation and be able to travel within the County.
- Must have a valid driver's license and pass a background/fingerprint check.

Physical Activities and Demands:

Physically able to walk, stand, stoop and lift, good manual dexterity, visual and auditory acuity.

To apply for this position: *Please submit a resume and cover letter. Your resume will not be considered if a cover letter is not included.*