



## **Accounts Payable Accountant**

### **About the Organization**

North Bay Children's Center is driven by our mission and values to ensure that all children in Marin and Sonoma Counties have the same essential early start for future success. Since 1988, North Bay Children's Center programs have demonstrated success inspiring young minds and transforming the lives of thousands of children. We provide the highest quality of child care and early education to 600 children across 13 sites in Novato, Petaluma, Santa Rosa, Healdsburg, and Sonoma. Administrative offices are located in Novato, California. [www.nbcc.net](http://www.nbcc.net).

**Reports to:** Director of Finance & Administration, and works closely with Contracts & Billing Manager

**Status:** Part Time (25 hrs a week), Flexible

### **Position Overview**

Experienced QuickBooks bookkeeper / accountant needed to input invoices and receipts, expense reports, accounts payable, bank and credit card reconciliations.

### **JOB DESCRIPTION**

- Process all invoices, check requests, cash and credit card receipts weekly using QuickBooks Premier Desktop for non-profits; maintains AP files.
- Reconcile all bank and credit card accounts monthly.
- Assist with quarterly CA State reporting by providing expense reports for each site.
- Prepares month- and year-end journal entries, including shared cost allocation, prepaid expenses, and deferred revenue.
- Reconciles monthly health and benefits insurance statements
- Input journal entries
- Responsible for tax documentation related to Accounts Payable, including W-9 and 1099s.
- Continually develops and maintains adequate documentation to ensure a smooth annual audit.
- Assist with tax and audit preparation
- Other accounting administrative duties as needed.

### **Required Job Qualifications**

- Associates degree in accounting or business
- 5 years of experience processing accounts payable
- 3-5 years of experience using QuickBooks
- Intermediate skill level using Excel spreadsheets
- Technologically savvy; comfortable and proficient in MSN Office, QuickBooks , Google Drive and Docs.
- Must have strong communication skills and be comfortable interacting with a wide range of people.
- Ability to problem solve and work independently.



**Preferred Skills**

- Bachelor's degree in accounting or related field
- Nonprofit accounting experience
- Full charge bookkeeping experience

**Compensation and Benefits:**

The salary depends on experience. NBCC offers a competitive benefits package, including health, dental, vision, and a 403(b) program, holiday, vacation, and sick leave benefits for qualifying employees.

**To apply, please attach your cover letter and resume to an email and send to [pcompas@nbcc.net](mailto:pcompas@nbcc.net) and [nruffinelli@nbcc.net](mailto:nruffinelli@nbcc.net) with *NBCC Accounts Payable Accountant* in the subject line.** We will do our best to respond to all applicants in a timely manner. Applicants without both a cover letter and resume will not be considered. Please do not call or send resumes directly to North Bay Children's Center. Thank you for your interest!