



Accounting Officer, Finance and Administration
JOB DESCRIPTION
October 2024

Location: Bayside, CA
Department: Finance & Administration
Reports to: VP of Finance and Administration
Time Commitment: 40 hours/week, M-F, may include some overtime work as needed
Status; level: Regular, Non-exempt; Officer/Manager
Wage Range: \$30.75 - \$34.25/hour upon hire depending on experience, plus health benefits, retirement benefits, paid holidays and sick time; \$38.25/hour expected at 1 year of tenure.

About Humboldt Area Foundation+Wild Rivers Community Foundation

Humboldt Area Foundation+Wild Rivers Community Foundation (HAF+WRCF) serve the residents of Humboldt, Del Norte, and Trinity counties in California, and Curry County in Oregon, including the unceded lands of many Indigenous peoples and 18 Indigenous Tribal Groups. We acknowledge and recognize these Peoples and the federally and non-federally recognized nations that represent them.

The Northern California and Southern Oregon region is made up of 200,000 residents in over 10,000 square miles of land and while culturally and environmentally rich, this region continues to be economically disadvantaged. Founded in 1972, Humboldt Area Foundation strives to play a unique role, encouraging individuals, organizations, and companies to fund important community activities in support of common goals.

In 2020, HAF+WRCF adopted a generational vision of a Thriving, Just, Healthy, and Equitable Region. This vision is implemented through four decade-long goals of increasing Racial Equity, Thriving Youth and Families, Healthy Ecosystems and Environments, and a Just Economy. Supporting vulnerable communities is at the heart and action of HAF+WRCF, and for over two decades HAF+WRCF has intentionally focused resources toward historically underserved populations, unheard voices, and those who experience the highest rates of disparities.

HAF+WRCF implements a holistic toolkit of services to ensure we are supporting community needs. This includes capacity building, advocacy and policy work, networking, leadership training, impact investing, community co-design, and leveraging funds, as well as providing grants and scholarships and managing programs and initiatives. Key programs and initiatives include the Native Cultures Fund, Equity Alliance of the North Coast, the Redwood Region Climate and Community Resilience Hub and the Klamath River Restoration Fund. It also deploys emergency response, recovery, and resilience funding and regranting

through its innovative Community Response Team. In addition, HAF+WRCF provides high quality charitable giving services to individuals, families and businesses and develops deep relationships with financial and professional advisors and provides them with resources to help their clients with planned giving.

Job Description Summary

As a strong communicator and skilled financial analyst, this position strives to execute our financial processes efficiently and effectively while also ensuring strong internal controls are maintained. They produce thorough financial-status reports for senior management to help improve our operational efficiency and aid in our continued growth. This position ensures all accounting practices are compliant with legal guidelines and established accounting principles, works with the finance team to create internal controls and procedures and collaborates with IT to maintain financial records and system processes.

This individual is expected to be a full participant in supporting the Foundation's objectives, with responsibility for accurate fund accounting, cross checking expenses against budget data, assuring gifts are posted accurately managing and performing payroll including related payroll taxes and governmental reporting and full utilization and accuracy of accounting software. The ideal candidate will carry out job duties with an emphasis on attention to detail, cultural humility, respect for sensitive information and confidentiality, and have an ability to complete tasks with minimal oversight and a high level of independence. This individual will be able to prioritize dynamic workloads, provide excellent customer service, propose solutions, communicate effectively, and work collaboratively across the organization. This position is a full participant in working with the Finance Team to fulfill organizational values of community, empathy, and equity

Payroll (25%)

- Process twice monthly payroll including gathering and proofing timecards; importing time to QuickBooks online and making corrections as needed; generating payroll reports; importing and/or entering payroll data into FIMS; and creating check requests as needed for employees HSA and 403b contributions.
- Process employee final checks, bonuses, allowances, and payroll reimbursements as needed.
- Update employee pay rates, deductions, accrual rates, and other profile information in QuickBooks.
- Maintain a working knowledge and proficiency in QuickBooks Time and QuickBooks Online Payroll software; research, implement, create procedures for and trains new staff in payroll software functionalities. Maintain a current understanding of California and Federal payroll law.
- Ensure accuracy of vacation, sick, PTO tracking; maintains spreadsheets and makes corrections as needed.
- Maintain a calendar of payroll timelines and deadlines; sends out Outlook reminders to All Staff.
- Generate and distribute quarterly payroll tax reports and main software entry.

Financial Management and Reporting (65%)

General Ledger Account Integrity, Proofing & Internal Controls

- Develop and enforce internal controls to maximize protection of company assets, policies, procedures, and workflow
- Promote an environment of best practices, learning and growth and ensure the foundation is continuously improving
- Assists with management of accounting, auditing, and budgeting within the organization.
- Responsible for identifying and preventing discrepancies and helping set up control systems.
- Responsible for Finance procedures are accurate and up to date
- Cash and Gift Receipts
 - Proof Non-gift Cash Receipts entry and post to GL
 - Deposit Gift checks by electronic process daily or as needed
 - Proofing of Daily Gifts and Receipts
 - Reconcile and post gifts to GL
 - Back-up for Non-gift Cash Receipts entry
- Oversee and support organization with dynamic leadership that creates an environment of trust and productivity
- Full organizational partner in successful planning and implementation of software changeover
- Assist in grant funded financial reporting as needed

Team and Organizational (10%)

- Participate in FADMN team meetings, check-ins, and team building efforts.
- Act as a strategic thinking partner for FADMN and operations activities.
- Engage in staff meetings, activities, and training.
- Demonstrate core organizational values in performing all duties.
- Other duties as assigned.

Minimum Qualifications

- Associate degree in Business, Accounting, Math or related field
- 5 years progressively responsible work experience including accounting and information technology which has provided the individual with the knowledge, skills, and abilities listed below:

Knowledge, Skills, and Abilities

- Solid knowledge of GAAP (Generally Accepted Accounting Principles) and regulations
- Excellent knowledge of accounting principles and financial processes (General ledger, budgeting, financial closure, financial reporting etc.)
- Has an eye for detail and is able to identify and correct mistakes in own work and work of others
- The ability to prioritize and handle a significant and varied workload
- Exceptional interpersonal, written, and oral communication skills
- Maintains awareness of big picture goals while implementing shorter-term objectives and key administrative tasks consistent with those goals
- Proficiency in executing intermediate to advanced-level functions with Microsoft Office Suite (Word, Excel, Outlook, etc.)

- Proficiency with database programs
- Experience with and comfort learning and investigating the use of new software
- Ability to take initiative as well as to collaborate in problem-solving
- Discretion and the ability to handle confidential and sensitive matters appropriately
- A commitment to the importance of inclusion, diversity, and equity

Preferred Qualifications

- Over 5 years of progressively responsible work experience in a similar occupation
- Experience with payroll and related labor laws and required reporting
- Bachelor’s degree in a related field
- Experience in fund accounting for a nonprofit agency
- Understanding of data analysis and forecasting
- Familiarity with Investments
- Experience working for a community foundation or a nonprofit agency
- Interest in philanthropy and the nonprofit community
- Possess a valid California driver’s license and current auto insurance.

Physical & Mental Requirements of the Job

Work is primarily performed in formal office settings and from home (remote). Hand-eye coordination and fine motor skills are necessary to operate computers and various types of office machinery. All job functions listed above involve, to a greater or lesser degree, the following physical demands: close vision, clear speech and lifting of up to 10 pounds.

Humboldt Area Foundation+Wild River Community Foundation (HAF+WRCF) is an equal opportunity employer and make employment decisions on the basis of merit and without regard to race, religions creed, color, age, sex, sexual orientation, gender identity, genetic information, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws or ordinances.

Humboldt Area Foundation+Wild River Community Foundation and our affiliates are committed to diversity throughout our programs, environment, and workforce. It is our mission to “promote and encourage generosity, leadership, and inclusion to strengthen our communities” and our belief that taking active and intentional steps to ensure equal employment opportunity and creating a working environment that is welcoming to all, will foster diversity and promote excellence in our work. To effectively serve a growing diverse population we endeavor to hire and retain staff who are sensitive to and knowledgeable of the needs of the continually changing communities we serve.

Employee’s Signature

Supervisor’s Signature

Date: _____

Date: _____