

JOB ANNOUNCEMENT

Position:	Accountant 1/ Payroll	Work Week:	35 hours
Location:	Hayward	Start Date:	ASAP
Hours:	9:00am to 5:00pm	Salary:	\$23.65-\$29.56 DOE

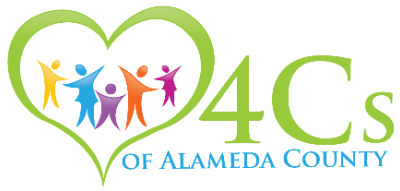
The Community Child Care Coordinating Council (4Cs) of Alameda County is a private non-profit organization serving families and child care providers in Alameda County. 4Cs of Alameda County exists to develop and coordinate resources to strengthen families and children.

The Accountant 1 is responsible for providing assistance to the Accounting Department and coordinates job duties and responsibilities with the Manager, Accounting Fiscal Services unit.

The Accountant 1 reports to the Manager, Accounting Fiscal Services unit. This is a non-exempt position.

DUTIES & RESPONSIBILITIES

- Interface with payroll service agency in coordination with Human Resources (HR)
- Process payroll based on the total hours summary report and payroll summary sheet provided by Human Resources
- Prepare payroll related reports and journal entries for review by the Manager, Accounting Fiscal Services
- Coordinate with Human Resources and Supervisor, Accounts Payable in reconciling monthly Benefit Allowance and Payroll Deductions Schedules
- Coordinate with all staff who work for more than one department for timely submission of Time Reports
- Respond to payroll-related questions
- Responsible for monthly, quarterly and year-end payroll reports
- Coordinate day-to-day duties and responsibilities with the Manager, Accounting Fiscal Services
- Maintain well organized and secured filing system of payroll reports and documents
- Strictly maintain the confidentiality of payroll information at all times
- Bookkeeping of cash receipts based on Hayward Cash Reports and preparation of related monthly contract remittance reports
- Update the monthly payroll projection report
- Summarize daily check log by the end of each month
- Assist in preparation of schedules for annual audits and research projects as needed
- Assist Director, Finance with any miscellaneous projects
- Other duties her supervisor may assign















QUALIFICATIONS

- Bachelor's Degree in Accounting plus minimum of one year responsible work experience in accounting field or AA degree in accounting plus three to four years in accounting field (highly preferred)
- Must be detail-oriented and able to meet deadlines
- Good organizational and communication skills
- PC computer literate, preferably with word and Excel
- Excellent spreadsheet skills
- Excellent 10 key skills
- Enthusiasm and willingness to learn

To apply, please send resume and cover letter to resumes@4c-alameda.org

Community Child Care Coordinating Council of Alameda County is an Equal Opportunity Employer.

4Cs is a Great Place to Work!

-  11 Annual Paid Holidays + Additional Sick Leave
-  2 Floating Holidays Provided Every July 1st
-  Very Generous Vacation Leave
-  Cafeteria Style Benefits Cover Employee's Core Benefits
-  Flexible Work Schedules
-  Annual Employer Discretionary Retirement Contribution
-  403b Retirement Employer Match
-  Confidential Employee Assistance Program
-  Personal and Professional Development Opportunities
-  Energetic & Dedicated Staff Members
-  Exceptional Work Environment
-  Recognized as one of the *2017 Best Nonprofits to Work For!*