



# First 5 Sierra

Children and Families Commission



## Job Description

**POSITION TITLE:** Accounting Technician  
**REPORTS TO:** Executive Director  
**CLASSIFICATION:** Accounting Technician

**EMPLOYMENT TYPE:** Regular part-time – Non-Exempt

**REPORTS TO:** Executive Director

**SUPERVISORY RESPONSIBILITIES:** No Supervisory Responsibilities

### FRAMEWORK OF DUTIES AND RESPONSIBILITIES:

#### Administrative Support:

- Under the direction of the Executive Director, prepares accurate financial reports for the Commission meetings.
- Supports the Executive Director by providing bank reconciliation and cash-in county reports for the meeting packets.
- Attending meetings when requested by the Commission or Executive Director.
- Under the direction of the Executive Director, the Accounting Tech develops a long-term financial plan.
- Maintenance of accurate records and files such as insurance policies, agreements, mini-grants applications, grants, programs, invoices, payments, etc.
- Verifies that all required documents are completed before processing payments.
- Perform a variety of clerical/secretarial work.

#### Fiscal Support:

- Under the direction of the Executive Director, develops, maintains, and tracks the Agency’s budget.
- Maintain the department payroll functions, ensuring that employees are appropriately paid and that reports are prepared and submitted to appropriate state and federal agencies and other organizations.
- Processes the payment of invoices.
- Review reconciliation records.

- Responsible for recording the check deposits as they arrive.
- Assists the Executive Director with the projection of cash flows, forecasting, and monitoring fund expenditures.
- Assists the Executive Director in presenting the audit report to the Commission.
- Assists the Executive Director in completing the Annual Report submitted to the Commission and the State.

**KNOWLEDGE AND ABILITIES:**

Principles and practices of generally accepted accounting standards and practices emphasizing governmental and fund accounting.

- Principles and practices of budget development and administration.
- Principles and practices of financial auditing.
- Functions, organization, and essential services provided by First 5 Sierra operations.
- Applicable laws, codes, and regulations.
- Computer work-related applications, such as QuickBooks, Excel, Word, etc.
- Business math, including financial analysis techniques.
- Record management principles and practices.
- Techniques for dealing with various individuals at all levels of responsibility.
- Proficiency with office machinery: computer, ten key, photocopiers, word processors, phones, etc.
- Ability to adapt to changes when needed.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

- Associate degree in accounting, business administration, or finance from an accredited college or university, and/or (2) years accounting, government accounting preferred.

**OR**

QuickBooks efficiency.

Must possess a valid California driver’s license and automobile insurance continuously throughout employment.

First 5 Sierra County is an Equal Opportunity Employer.

First 5 Sierra County does not discriminate based on race, religion (including religious dress or grooming), creed, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions) or gender, national origin, ethnicity, ancestry, citizenship, age, physical or mental disabilities, color, marital status, registered domestic partner status, sexual orientation, gender identity or gender expression, genetic information, medical condition, or any other basis protected by applicable law.

**POSITION PARAMETERS:** The Accounting Tech is is a part-time hourly position and non-exempt.

**SALARY:** The starting salary range is \$26 - \$32 per hour. Salary will be negotiated based on qualifications and experience.

**BENEFITS:** This position has no benefits structure.

First 5 Sierra offers vacation, sick leave.

12 paid holidays

**WORK HOURS:** 16 hours per week or 0.4 FTE

Flexibility to establish the work schedule.

**LOCATION:** Loyalton

A background check, fingerprinting and drug test is required for this position.

**APPLICATION INSTRUCTIONS:** To apply, please submit an application, cover letter and resume via email to: [candy@first5sierra.org](mailto:candy@first5sierra.org)

OR

By mail to: First 5 Sierra

P.O. Box 556

Loyalton, CA, 96118

This recruitment will remain open until filled.

All applications will be reviewed on December 09, 2024.