



## **Accounting and Operations Assistant**

### **Job Description**

#### **ORGANIZATION OVERVIEW**

We believe all youth deserve the ability to live healthy, connected, and productive lives. At Beyond Emancipation (B:E), we provide a transformational environment and essential resources for transition-age youth who have experience in foster care or probation placements to support their efforts to move toward independent adulthood. Under our unique partnership to operate Alameda County Social Services' Independent Living Program, we have the substantial advantage of engaging youth for an entire decade of their lives, from ages 14 to 24.

Founded in 1995, our program services include access to safe host and community housing, post-secondary educational supports, and one-on-one and small group coaching in the areas of life skills, health and wellness, and employment training. All programs are delivered using our signature youth-empowerment, strength-based coaching approach - "Creative, Connected, Resourceful, Whole" (CCRW) - created and adopted in 2010. This innovative and successful coaching model provides the information, skills, and supports that enable youth to build resiliency and take responsibility for their own planning and decisions, leading to long-lasting positive change.

#### **POSITION OVERVIEW**

The Accounting and Operations Assistant is responsible for day-to-day transaction processing under the direction of the Director of Finance and Administration, such as cash receipts and deposit, processing invoices, and processing payroll. This role also supports the operations of the organization, including human resources, administrative, and information technology functions. This role is a great fit for someone who has great attention to detail, loves learning, and is dedicated to building a thriving, diverse and equitable organization.

#### **EQUAL OPPORTUNITY**

We recognize that in order to better serve our clients we need to continue to build an organization that supports, understands and lives diversity, equity, inclusion, and belonging - in our staffing, programming, and in our values. Our commitment to our CCRW coaching framework is a step towards building a supportive community. B:E is an equal opportunity employer, and we seek to develop a diverse workforce. We strongly encourage diverse candidates apply.

#### **ESSENTIAL FUNCTIONS**

##### **Accounting**

- Enter invoices in Bill.com and issue manual checks if needed
- File vendor invoices



- Collect information and record credit card charges in the accounting software
- Code cash receipts, deposit and enter in the accounting software
- Scan and file cash receipt support, and deposit checks
- Send out timesheet reminders to employees and make sure all timesheets are completed after HR does the first timesheet check.
- Process payroll based on information from Human Resources Department
- Coordinate with Development team for monthly Fundraising Income reconciliation
- Complete tasks as assigned as part of the monthly financial close process - bank reconciliation / credit cards
- Update Cash Flow on a monthly basis
- Maintain and update the finance manual and ensure adherence to internal controls

### **Operations/HR**

- Support aspects of the employee lifecycle including hiring, onboarding, developing, retaining, and terminating employees
- Support the documentation of HR and Operations procedures in the Operations Manual and ensure it is up to date.
- Support the organization and updating of digital filing systems; maintain digital security
- Acquire, distribute, store, and organize office supplies to ensure that staff members, interns, and volunteers have access to the materials they need to perform their jobs.
- Maintain an inventory of computer equipment and software to enable the organization to track these assets.
- Support project management, scheduling, and calendaring activities.
- Support with organization-wide team building events including staff meetings, retreats, holiday celebrations, birthdays, anniversaries, etc.

### **QUALIFICATIONS**

- One year of experience in a similar position or completion of relevant degree/certification program
- Experience with basic accounting practices and principles
- Experience with QuickBooks or other similar accounting software
- Experience with Operations and HR at a nonprofit organization is a plus
- Demonstrated ability to be accurate, organized, and attentive to detail.

### **COMPENSATION, HOURS AND WORK ENVIRONMENT**

This is a non-exempt, hourly position. We are open to negotiating 3 to 5 days per week of work. B:E is embracing a hybrid work environment and this position can be a combination of remote and in-office work, depending on the employee's preference and performance.



The pay range for this position is: \$21.20 to \$24.74 per hour. Full-time employee (30+ hours) benefits are generous, with 80% paid employee health and dental insurance and 50% dependent coverage. Paid time off includes vacation, sick, and wellness days, as well as holidays. Voluntary vision and retirement plans are also available. Part time employees are eligible for pro-rated paid time off benefits.