POSITION: Accounting Specialist

REPORTS TO: Controller

AGENCY SUMMARY:
Child Care Resources (CCR) has been at the forefront of the early learning landscape for 30 years ensuring that all children have equitable access to safe, engaging, and positive early learning experiences that promote school readiness and lifetime success. With a staff of 110 and a budget of $13 million, CCR provides a broad array of services for families and child care providers so that they in turn can support the development and well-being of our children.

OPPORTUNITY:
The Business Services Team supports and works collaboratively with Program and Fund Development staff to assure the highest quality service to families, child care providers, and the community. It is our goal to develop and sustain the services and infrastructure that most effectively support the people, mission, and goals of Child Care Resources. The Accounting Specialist assists with accounting activities and frequently interacts with both our internal and external community, focusing on meeting the individual needs of each customer.

RESPONSIBILITIES:
• Accounts Payable – code, input, and review supporting documentation of AP requisitions, expense and mileage reimbursements, invoices and credit card statements
• Coordinate with vendors and staff to ensure appropriate coding and compliance with all grants and contracts;
• Maintain and update all accounts payable data and ensure accuracy in general ledgers
• Reconcile vendor accounts and prepare 1099’s
• Assist Staff Accountant in semi-monthly payroll process, review timesheets, and prepare payroll related journal vouchers
• Prepare monthly cash deposits and reconcile receivable and prepaid accounts
• Maintain and update accounting procedures
• Maintain fixed assets and inventory GL accounts and prepare monthly depreciation entries
• Assist with the preparation of audit schedules and internal controls
• Attend Accounting, Business Services, and Agency meetings and trainings
• Other duties as assigned

MINIMUM QUALIFICATIONS:
At least 4 years relevant experience in both AP and Payroll; or an Associate degree in Accounting with 2 years related experience; or a Bachelor of Arts or Science degree in Accounting or Business.
Additional expectations include:

- Knowledge of computer software including Microsoft Word, Excel*, and PowerPoint
- Ability to multi-task, to model flexibility, adapts and responds to change, proactively seeks opportunities to be supportive of change.
- Advanced organizational ability, including the ability to prioritize, work independently and meet deadlines, ensuring delivery of high-quality work.
- Effective external and internal customer service skills including written and verbal communications, demonstrates empathy and listening.
- Experience working with individuals from diverse backgrounds and a demonstrated commitment to diversity, cultural relevancy, and inclusion, is required.
- Must be accountable and accurate with a focus on attention to detail
- Proven ability to work in a team environment
- Familiarity with Abila Fund Accounting software is preferred
- Must be able to pass the yearly credit and criminal background checks

* Excel test will be required as part of the interview process

COMPETENCIES

- **Mission-driven**: Commitment to advancing social justice through equitable educational opportunities for all children
- **Equity mindset**: Demonstrates the values of racial equity, diversity and inclusion; fosters an inclusive environment that facilitates diversity
- **Communication**: Uses effective written and oral communication with internal staff, teams, and community served; demonstrates empathy and listening
- **Adaptability**: Adapts and responds to change; proactively seeks opportunities to be supportive of change that serves our mission
- **Ownership and quality of work**: Manages own work, and work of teams when relevant, ensuring delivery of high-quality work
- **Decision-making**: Regularly identifies critical information needed to inform decision-making
- **Continuous improvement minded**: Identifies strategies to improve organization’s impact

**FLSA Status**: Non-Exempt
**Hiring Salary Range**: $36,261 – $42,661

**BENEFITS:**
CCR’s benefit package includes employer-paid top tier medical, dental, and vision insurance plans for employees, 21 days of PTO per year in addition to 10 paid holidays, and week-long office closure at year-end, three floating holidays, flexible work environment, employer-paid life insurance, short-term disability/illness leave accrual, Employee Assistance Program (EAP), and 401k with 3% employer match.
CCR is an equal opportunity employer and we value diversity among our staff. We strongly encourage people of color, immigrants and refugees, people from the LGBTQ community, people with disabilities, and people from other historically marginalized groups to apply.

**HOW TO APPLY:**
Submit your application materials to hr@childcare.org. You will be asked to upload:

1. A resume
2. A cover letter, describing as specifically as you can how your experience, skills, and values are a fit with Child Care Resources’ goals and mission as described in this announcement.
3. A brief personal equity statement, describing your skills and experience engaging with issues involving diversity, racial equity and inclusion, and/or in advancing racial equity in organizations. **This statement should not exceed 300 words.**

To learn more about Child Care Resources, please visit [www.childcare.org](http://www.childcare.org)