

Napa Valley College Foundation (NVCF)

Accounting Clerk Job Description

Purpose: *The Napa Valley College Foundation's part-time Accounting Clerk (10 - 20 hours/week) will be responsible for the coordination of NVCF bookkeeping and financial activities. Ideal candidates will obtain an understanding of fundamentals of accounting for restricted funds and nonprofit organization accounting and finances. The position will report to the Executive Director but will also be working with the current Bookkeeper of the organization who will provide guidance and overall oversight and management of the accounting function.*

Duties and Responsibilities

- Assists with accuracy and preparation of GAAP compliant financial statements (Statement of Activities, Statement of Financial Position, and Budget vs. Actual report) for quarterly Board of Directors review.
- Assists Executive Director and Bookkeeper with completion of the annual CPA audit.
- Entering of all expenses (payables) into QuickBooks and ensuring accurate account and fund coding and processing all bill payments including employee expense reports in a timely manner.
- Enters deposits and writes checks in QuickBooks.
- Maintains back up files for all deposits, grants, pledges, invoices, and checks.
- Help develop and maintain fund accounting system whereby 4% of the restricted funds are for covering administrative/managerial expenses including wages, payroll taxes, benefits, and other administrative expenses. Adjust as necessary for any fee policy and procedural changes.
- Assist Executive Director with development of the annual budget.
- Manages entry and recording of all pledges (receivables) and deposits, including online transactions, and meets with Foundation staff monthly to ensure records are in alignment and help reconcile accounting records to donor information.
- Manages accounting for Wine Education Center capital campaign gifts, funds, and grant reporting (major campaign).
- Other duties and tasks as assigned by Executive Director

Qualifications

- Working knowledge and experience with QuickBooks
- Proficient with Microsoft Office Suite (Excel)
- Good understanding of the best practices of non-profit accounting.
- Ability to work on site at the Napa Valley College.