



Abode Services provides effective and innovative programs designed to end homelessness in the Bay Area. Over the past thirty years, we have connected thousands of homeless individuals and families to housing in four counties, relying upon best practices and evidence-based approaches. At Abode, you will work with an enthusiastic, diverse, and highly collaborative team, all connected by the common goal of ending homelessness.

Abode is seeking an experienced **Staff Accountant** to join our dynamic Finance Team. This is a full-time, nonexempt position reporting to the Finance Manager.

Responsibilities:

- Process Accounts Payable and maintain Fixed Asset schedules and documentation.
- Review and post all journal entries for monthly close.
- Prepare allocation schedules for multi-departmental expenses.
- Assist in the monthly reconciliation of balance sheet accounts.
- Generate balance sheets, cash flow and income statements.
- Assist with monthly and quarterly financial reports.
- Reconcile multiple bank accounts monthly.
- Booking of appropriate expenses; prepaid and amortization.
- Prepare and enter all Journal Voucher batches in the Ledger.
- Assist in preparation of schedules and reports in support of annual and year-end audits.
- Assist with monthly and annual accounting close.
- Perform other related duties as directed or needed by Supervisor.

Qualifications:

- Bachelor's degree in Accounting or equivalent.
- Two years accounting experience.
- Computer experience in accounting systems, preferably Yardi Voyager.
- Experience working with MS Office applications.
- Knowledge of nonprofit or fund accounting preferred.
- Knowledge of double-entry accounting through General Ledger.
- Functional understanding of financial and operational business processes and reporting.
- Demonstrated ability to think systematically, analytically and logically.
- Effective written and oral communication skills.
- Ability to work well independently, as well as part of a team.
- Strong organizational skills to handle multiple tasks and deadlines.
- Minimum one year of experience working in fast-paced, outcome-driven environment.

Abode Services is an Equal Opportunity Employer/Drug Free Workplace

Notice: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice.