



MERCED COUNTY  
COMMUNITY ACTION AGENCY  
1748 Miles Ct. Suite B, Merced, CA • (209) 723-4565 • FAX (209) 385-9934  
MAILING ADDRESS: P.O. Box 2085, Merced, CA 95344-0085

Carole Roberds  
*Board Chairperson*

Brenda Callahan-  
Johnson  
*Executive Director*

**JOB ANNOUNCEMENT AND  
POSITION DESCRIPTION**

**STAFF ACCOUNTANT  
ACCOUNTING DEPARTMENT**

**ESSENTIAL FUNCTIONS:**

Under general supervision of the Chief Financial Officer (CFO), incumbent performs both routine and complex accounting functions, described in “typical duties” below, assists Agency managers with financial planning, budget, and accountability. In the absence of the CFO, incumbent oversees the Accounting Department employees.

This is a non-exempt full-time position.

**REQUIRED QUALIFICATIONS:**

Education/Experience:

- Bachelor's degree in Accounting or Business Administration with emphasis in Accounting and three (3) years of experience in general accounting; OR
- Associate's degree in Accounting or Business Administration with emphasis in Accounting and four (4) years of experience in general accounting
- Experience in fund accounting is preferred

Ability to effectively communicate complex issues with co-workers, management and outside services.

Ability to perform sophisticated statistical analysis, record keeping and cash management.

Working proficiency with a personal computer and financial databases. Ability to type 40 wpm; operate 10-key by touch and operate business machines,

Ability to work independently and plan work with others.

Ability to analyze data and draw sound conclusions and prepare clear, complete and concise financial reports.

Ability to multi-task and prioritize while considering deadlines and due dates.

Valid California driver's license, reliable transportation and proof of minimum California vehicle insurance.

Ability to walk, stoop, bend, carry up to 30 lbs and be able to sit as much as 80% of scheduled working time.

Ability to perform the essential functions of the position, with or without reasonable accommodation;

Continued ...

**TYPICAL DUTIES:**

Helps manage the collection, preparation and performs data entry for the financial management and reporting system, including posting revenue entries, and completing bank reconciliations in a timely manner  
Maintains a variety of involved financial records;  
Makes sound recommendations relative to the maintenance of charts of account and classification of source documents;  
Performs skilled technical assistance in the maintenance of the Agency general ledger, payroll and all subsidiary ledgers;  
Helps to complete and maintain asset lists, tax returns and annual audit;  
Helps supervise the preparation of the Agency financial statement and the review of program status reports;  
Under the CFO's direction, advises and assists Agency Management in matters of financial planning, budgeting, and accountability;  
Helps supervise preparation of grant reports and is responsible for their timely submission to all grant agencies;  
Helps supervise payroll preparation and the proper recording of payroll records and accounts payable claim processing;  
Works closely with Program Directors on grant reporting and invoicing for specified grants.  
Communicates effectively with staff and vendors, grantor representatives and auditors;  
Knowledge of sophisticated fund-based non-profit accounting software.

IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO MAINTAIN THE REQUIRED KNOWLEDGE AND ABILITY FOR THIS POSITION.

SALARY RANGE: 72.7 (\$28.44 - \$34.60 PER HOUR)  
40 HOURS PER WEEK 12 MONTHS PER YEAR

JOB SITE: MERCED ADMINISTRATION

APPLY AT: 1235 W MAIN ST, MERCED CA 95340

DEADLINE: UNTIL FILLED

**NOTE: POSTMARKS WILL NOT BE ACCEPTED**

**THIS IS NOT A COUNTY POSITION**