



**Greater Sacramento
Urban League**

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Accounting Generalist

Job Announcement/Description

Location: Sacramento, CA

Department: Finance

Reports To: Chief Financial Officer

Employment Status: Full-Time

Salary/Wage: \$40,000 - \$47,000 annually based on experience

*Greater Sacramento Urban League is an Equal Opportunity Employer. We invite all qualified individuals to apply to join us in achieving our community empowerment agenda in the Greater Sacramento region by submitting a resume and cover letter to: careers@gsul.org by no later than **December 2, 2022**. People of color, women, and individuals who live in or is familiar with the culture, people, and climate of the Oak Park neighborhood are particularly encouraged to apply.*

ABOUT US

The Greater Sacramento Urban League (GSUL) has been committed to empowering communities and changing lives in the Sacramento region since 1968. Over the years we have assisted tens of thousands of Sacramentans to increase their educational opportunities, gain meaningful employment, strengthen their financial well-being, and work together to build communities where all children, youth, and families can live well, be well and thrive.

GSUL's empowerment agenda has five pillars:

- **Civic Engagement and Leadership Empowerment:** Empowering all people to take an active role in determining the quality of life, public policy, and leadership in their community service and leadership development.
- **Civil Rights and Racial Justice Empowerment:** Promoting and safeguarding our civil rights by actively working to eradicate all barriers to equal participation in all aspects of American society, whether political, economic, social, educational, or cultural.
- **Economic Empowerment:** Empowering all people in attaining economic self-sufficiency through job training, employment, homeownership, entrepreneurship, and wealth accumulation.
- **Education and Youth Empowerment:** Ensuring that all of our children are well educated and prepared for economic self-reliance in the 21st Century.
- **Health and Quality of Life Empowerment:** Working to build healthy and safe communities to eliminate health disparities through prevention, healthy eating, and fitness, as well as ensuring complete access to affordable healthcare for all people.

JOB DESCRIPTION SUMMARY

The Accounting Generalist will perform various financial functions for Greater Sacramento Urban League. This role will ensure that GSUL's finance and accounting activities are accurate and in compliance with all generally accepted accounting principles. The role will oversee the day-to-day activities of GSUL's accounting systems and financial assets.

RESPONSIBILITIES:

- Ensure financial records are maintained in accordance with generally accepted accounting principles (GAAP)
- Update financial spreadsheets with daily transactions
- Prepare balance sheets
- Track and reconcile bank statements
- Create cost analysis reports (fixed and variable costs)
- Process tax payments and maintain reports
- Support monthly payroll and keep organized records
- Record accounts payable and accounts receivable
- Process invoices and follow up with clients, suppliers, and partners as needed
- Provide administrative support during budget preparation
- Participate in and support quarterly and annual audits
- Maintain contract files and certificates of insurance
- Perform other duties as assigned

EDUCATION AND EXPERIENCE

- Associate or Bachelor's degree in Accounting or Finance
- Experience with QuickBooks
- Work experience as an Accounting Generalist or similar role or recent college graduate in Finance, Accounting, or Business Administration
- Working knowledge of accounting and bookkeeping procedures
- Advanced MS Excel skills (creating spreadsheets and using financial functions)
- Knowledge and proficiency with accounting software (e.g. QuickBooks)
- Organizational and time management skills
- Excellent verbal and written communication skills
- Attention to detail, with an ability to spot numerical errors
- Excellent analytical and research skills
- Preferred desire to work in a nonprofit organization
- Preferred experience working in a nonprofit finance office

COVID-19 VACCINE CERTIFICATION REQUIREMENT

GSUL requires all new employees to be immunized against COVID-19. Candidates advancing in the GSUL hiring process should be prepared to comply with this requirement