

MISSION ECONOMIC DEVELOPMENT AGENCY

Senior Staff Accountant

The Organization: Mission Economic Development Agency (MEDA) is a community-based economic development agency that has facilitated the accumulation of community assets for over 35 years. Each of our program strategies is aimed at enhancing the long-term sustainability of the working class residents and small local-serving businesses through business planning services to small businesses and financial literacy education to individuals seeking homeownership. We are also engaged in shaping public policy that affects small businesses and homeownership issues. Our work is focused on retaining the cultural integrity of the Mission District and as well as appropriate and equitable economic development of the neighborhood.

Primary Duties and Responsibilities:

- Prepare and record cash receipts, grants receivable and accounts payable.
- Prepare allocation reports for payroll, employee benefits and indirect expenses.
- Perform monthly bank reconciliation.
- Balance sheet account analysis and reconciliation.
- Monitor and track government contract related expenses and submit monthly cost report to ensure timely reimbursement from the government agencies.
- Working with development staffs to prepare budgets for grant applications and reporting to private foundations, government agencies and corporations.
- Coordinate, communicate and prepare monthly income and expenses reports to our fiscal sponsored agencies.
- Assist to prepare monthly financial statements.
- Coordinate and prepare for annual financial audit.
- Reconcile investment accounts.
- Assist with month-end closing; include preparation of recurring and non-recurring monthly journal entries.
- Prepare 990's
- Other duties as assigned

Qualifications:

- Bachelor degree in accounting or related fields.
- 3 -5 years of accounting experience.
- Strong understanding of non-profit accounting practices preferred.
- Experience with QuickBooks and Excel.
- Excellent communication skills, able to work independently and able to work effectively with management and peers.

To apply for this position, please e-mail resume and cover letter (please include job title in the subject line) to hr@medasf.org or fax 415-282 3320.