



## Child Care Coordinating Council of San Mateo County

### JOB DESCRIPTION

Title: Accounting Associate  
Reports to: Director of Fiscal & Administrative Services  
Department: Fiscal and Administrative Services  
Classification: Non-Exempt  
Hours: 40 hrs/week, 8:30AM to 5:00PM Mon-Fri, with some evenings and weekends as needed

---

#### PRINCIPLE RESPONSIBILITIES:

Under the leadership of the Fiscal Director, the Accounting Associate is responsible and accountable for all agency payables, pass through reimbursement services, payroll and other duties as assigned.

---

#### PRIMARY DUTIES:

**Accounts Payable:** Process all vendor invoices and employee expense reimbursements and issue checks per agency policy. Maintain vendor files. Ensure timely and accurate processing of 1099s. Generate checks for reimbursements to providers in the agency's Alternative Payment Program.

**Payroll:** Serve as the primary staff person responsible for processing payroll, creating payroll journal entries and payroll related reports. Reconciling benefit vendor invoices against employee benefit selections. Keep current on regulations, policies, and procedures in a rapidly evolving environment. Collaborate with Fiscal management to develop job aides, data collection, reporting and training tools as directed. Collect department data as directed.

**Alternative Payment Program Support:** Evaluate and approve new child care provider vendor files to confirm compliance and eligibility to receive reimbursements. Regularly audit provider vendor files for agency compliance, accuracy and customer service standards. Act as a back up to payment staff as needed.

**Accounting Support:** Support and back up the accounting specialist in areas of accounts receivable when necessary. Other projects as assigned to support all accounting and agency functions.

**Client Service:** Continually strive to improve internal and external client service and communication standards in accordance with department goals and Board approved mission. Professionally represent 4Cs to external vendors, collaborative agencies, CDE, client groups and other associations as appropriate. Maintain high department standards of confidentiality and integrity. Support team members and 4Cs management in resolving customer service and accounts payable or payroll problems.

**Overall:** Foster collaborative efforts within the department and enthusiastically carry out overall 4Cs goals and mission. Other duties as assigned.



## Child Care Coordinating Council of San Mateo County

### **DELIVERABLES:**

- Accurate and timely processing of accounts payables in compliance with all laws and Agency program requirements
- Accurate and timely processing of payroll in compliance with all laws and Agency requirements
- High quality client services and support
- Accurate and transparent record-keeping
- Acceptable external and internal audit results regarding accuracy, transparency, completion and compliance of all payables, vendor files and payroll.
- Maintain an acceptable level of attendance and timeliness.

### **RELATIONSHIPS:**

- Maintain professional and friendly rapport with vendors, client families and their child care providers. Use good judgment and discretion when discussing case particulars or helping to resolve conflict.
- Maintain professional and open communication with supervisor, management team and other 4Cs staff
- Maintain professional and constructive collaborative relations with funding agencies; partner agencies and associations; members of the local community; and consultants or service vendors.
- Maintain confidentiality of case files and 4Cs internal discussions and internal operations.

NUMBER OF EMPLOYEES SUPERVISED: Directly: 0 Indirectly: 0

### **MINIMUM QUALIFICATIONS:**

- Education or training equivalent to an Associate's degree in finance, accounting or other business related field of study.
- Strong problem solving skills and analytical abilities.
- Strong communication and coaching skills; demonstrated ability to work with a diverse population
- High Integrity; proven fiscal responsibility; ability to audit/monitor internal controls
- Strong organizational and decision making skills
- Knowledge of Paychex payroll software a plus
- Knowledge of Sage (MIP) software a plus

### **SPECIAL QUALIFICATIONS:**

- Bilingual in Spanish helpful
- Experience working with State or Federal Child or Early Education Development programs or other highly regulated community or social service funding, especially funds which entail pass-through expense management.

### **SOME OF THE ESSENTIAL PHYSICAL REQUIREMENTS:**

- Sitting at a desk, typing, using a mouse and talking on the phone 70% of the time
- Filing and document handling
- Lifting- up to 20 pounds, pulling and stretching.
- Local travel for meetings or assignments may be required 5% of the time

Salary: \$24-25 per hour