Children’s Center at Caltech – Full Charge Accountant

Job Title: Full Charge Accountant

Reports To: The Director

FLSA Status: Exempt

Qualifications:
- Bachelor Degree in Accounting
- 3 years experience
- Strong Computer, Excel, QuickBooks skills
- Excellent writing and oral communication skills
- Can work well under pressure
- Able to analyze financial data and inform management as needed

Responsibilities:
- Daily bookkeeping activities
- Maintains all A/R and A/P records
- Produce and maintain monthly financials – balance sheet and profit and loss statement
- Maintain all financial records of the organization including but not limited to: general ledger, payroll records, checkbook & bank statements, reconciliation of all pertinent balance sheet accounts and bank accounts
- Ensure maintenance of bank balances by monitoring cash flow and reporting to the Director
- Process bi-weekly payroll for 47 employees and reconcile employee accruals
- Introduce new hires to company benefits and plans
- Oversee financial matters related to Fundraising activities
- Maintains all payroll information necessary for budget, financial, government records and reports
- Produces and files all workers compensation, unemployment reports, and other documents that may be required by regulatory or other agencies.
- Maintains insurance policy requirements and renewals
- Implements and manages the employee benefit plans including but not limited to: health insurance, retirement, direct deposit, child care tuition discount and FSA
- Submit monthly and annual government applications for state milk reimbursement program.
- Manage kitchen monthly snack menus, food and milk orders
- Oversees and assists with all orders and use of credit card
- Manage 2 Scrip programs and Amazon Smile account for CCC benefit
- Prepare Quarterly Actual to Projected Budget Reports
- Provide reports for the Director and Financial Committee
- Prepares materials for year end; works with CPA to produce annual financial statements and tax return
- Ensures that clear communication and understanding exist with all parties who have financial business with CCC and its primary vendors and funding sources.

Compensation
- $17 - $23 per hour D.O.E.
- Health Plan
- Retirement Plan