



Please submit your resume and a cover letter (optional) to [hr@paintedbrain.org](mailto:hr@paintedbrain.org) with the subject line: Staff Accountant Inquiry.

## **Staff Accountant**

**Job Classification:** Full-Time (Non-Exempt)

**Supervisor:** Accountant/HR Coordinator

**Hours:** Up to 30-40 hours per week

**Pay Range:** \$32-\$40 per hour

**Last Revision Date:** 5/2024

### **Organization Background:**

The mission of Painted Brain is to create lasting community-based solutions to mental health challenges and the impact of social injustice through arts, advocacy, and enterprise. Painted Brain is an innovative peer-run mental health arts and tech forward organization that uses a peer model focus on recovery. Painted Brain defines a peer as any person with lived mental health challenges and or trauma including but not limited to: social injustice, interpersonal violence, and/or societal exclusion. Our primary focus over the years has always been using the arts to help people learn to interact socially and effectively while experiencing the impacts of trauma, psychosis, depression, autism, anxiety, and other unwanted mental experiences.

### **Summary:**

The Staff Accountant is responsible for daily accounting functions supporting the operations of the Company. Utilizing hands-on accounting experience and an in-depth understanding of accounting principles and company practices, the Staff Accountant will perform complex accounting activities and financial analyses. The incumbent will need to be a team player, adaptable, energetic, and self-directed. The Staff Accountant will report to the Accountant/HR Coordinator and work closely with the Co-Executive Director, and management team members.

### **Essential Duties/Responsibilities/Functions**

- Invoicing and Accounts Receivable.
- Bill Payment and Accounts Payable.
- Full-Cycle Payroll Processing and maintaining timesheet management.
- Recording and reconciliation of credit card transactions on a timely basis.
- Preparing monthly bank reconciliations, and monthly financial statements.
- Ensuring the integrity of accounting information by recording, verifying, consolidating, and entering transactions by funding sources.
- Maintaining budgets and accurate spreadsheets for various funding sources such as donations, grants and service contracts.
- The ability to effectively communicate with funders, vendors, clients, employees and management on a variety of issues will be required in fulfilling the various requirements of this position.
- Preparing General ledger account analysis and reports.

- Completing external audits by analyzing and scheduling general ledger accounts and providing information for auditors.
- Preparing monthly variance analysis of the income statement and balance sheet.
- Collaborate with staff in maintaining and developing donation documents, such as reports and receipts to donors.
- Coordinate with staff and development team on donor incentives
- Ensuring Accounting policies are implemented correctly.
- May assist in creating policies related to Accounting practices.
- Protecting the organization's value by keeping information confidential.
- This position requires traveling to multiple locations as needed.
- Ability to work some evenings and weekends as needed.
- Regular and predictable attendance is required.
- Employees may be asked to perform other duties as assigned.

### **Supervisory Responsibilities**

None

### **Minimum Qualifications**

- Bachelor's Degree in Accounting or a related field.
- 3-5 years of work experience in accounting/finance, preferably in a non-profit related organization.
- A demonstrated knowledge of GAAP and increasing responsibility in the recording, maintenance and reconciliation of general ledger account balances and the related internal controls.
- A current CA driver's license and proof of auto insurance if driving for the agency

### **Other Knowledge, Skills, and Abilities Required**

- Must have knowledge of Fund Accounting for nonprofits.
- Must have Knowledge and experience of payroll processing.
- Advanced knowledge of Microsoft Office applications (Excel, Word, Powerpoint, Outlook).
- Advanced knowledge of Google Suite Applications (Google docs, Sheets, Drive, Slides, Calendar)
- Advanced knowledge of bookkeeping applications, preferably Aplos, however, Quickbooks or similar systems will be acceptable.
- Familiarity with Zoom and other video conferencing applications.
- Demonstrated ability to analyze information.
- Excellent verbal, organizational and written skills.
- Integrative team working style, easy contact, rapid adaptation, can foster team spirit.
- Able to effectively interface with all levels of on-site and off-site employees and contractors.
- Good interpersonal skills, capable of handling difficult situations.
- Highly detail-oriented and organized.
- Ability to meet a constant stream of deadlines.
- Team player with a competitive spirit to excel and the ability to influence and motivate others.
- Knowledge of basic office equipment including - Internet and email, copy machines, postage meter and telephone.
- Ability to work with staff and community members from diverse racial, sexual orientation,

- gender identity and cultural and socioeconomic backgrounds.
- Professional demeanor, able to function independently and within a team.
- Ability to collaborate and communicate well with remote teams.

The requirements above are representative of the knowledge, skills, and/or abilities required for successful performance of the essential duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Environmental Conditions (Working Conditions)**

The working conditions for this position is hybrid. This position may require some travel. Transportation is not to be provided by Painted Brain.

### **Physical Requirements**

The physical demands here represent those that an employee must meet to perform the essential functions of this job successfully. The employee is occasionally required to stand, walk, twist, bend, squat, kneel and lift and carry items weighing 10 pounds or less as well as to frequently sit, use a keyboard and simple grasping. The position requires the ability to hear regularly and talk and requires manual deviation, repetition, dexterity, and occasional driving for up to 120 minutes per day. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties and functions. The inability to cope with a stressful work environment does not constitute a protected disability.

### **Mental Requirements**

The incumbent in this position must be able to accommodate all of the following: constant distractions, interruptions, uncontrollable changes in priorities/work schedules, processing information, and handling stress. There may be exposure to inappropriate behavior and/or the language of those being served at times.

*Painted Brain is an Equal Opportunity/Affirmative Action Employer*

*All opportunities at Painted Brain are contingent upon the successful completion of a criminal background check and verification of any applicable degree or license. If the position requires driving, a valid driver's license, a motor vehicle clearance, and proof of auto insurance are required at the time of employment and must be maintained throughout employment.*