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# Community Resources for Children Job Opportunity

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## Bookkeeper

### About Community Resources for Children

Since 1978, Community Resources for Children (CRC) has been investing in the early care and education of young children in Napa County. CRC is a non-profit, community-based agency that serves as the community childcare link for families and childcare professionals who live and work primarily in Napa County. Last year, Community Resources for Children enriched the lives of more than 4,300 individuals including children, parents, and educators. [www.crcnapa.org](http://www.crcnapa.org)

### Position Summary

Community Resources for Children is seeking a self-motivated, full-time Bookkeeper who is detail-oriented, has education and solid accounting experience. This position works under the supervision of the Director of Finance and Operations and ensures all financial transactions are properly coded and accessible in Abila MIP Fund Accounting. Desired individual will be responsible for performing a variety of bookkeeping and accounting duties including financial record keeping and transactions that include accounts payable, receivable and general ledger. Will assist in the administration of employee wage and benefits, creation of financial reports and development of programmatic and organizational budgets.

### Essential Functions

- Understand and support the mission and goals of Community Resources for Children (CRC).
- Maintain and record transactions to Accounts Payable, Accounts Receivable, and General Ledger.
- Payroll processing.
- Maintain employee fringe benefits and accounting and payroll files.
- Create and enter General Journals into accounting system.
- Assist with the following:
  - Month-end processes including bank reconciliations, accruals, prepaid expenses, receivables, and balance sheet reconciliation.
  - Development and maintenance of financial records, spreadsheets and files.
  - Preparation of agency, program, and project budgets.
  - Preparation of agency fiscal reports and financial statements.
- Maintenance of costs allocation tools.
- Preparation of schedules for annual audit.
- Maintain inventory of fixed assets and depreciation schedules.
- Remain cognizant of changes/upgrades in CRC's fund accounting and financial management software: MIP Fund Accounting.

### Qualifications

- Minimum Education (or substitute experience) preferred: AA Degree in Accounting or related field or working towards AA Degree or equivalent experience
- Minimum Experience required: Two years of bookkeeping experience.

- Skills Required: Strong knowledge of GAAP. Excellent organizational and time-management skills. Strong analytical and problem-solving skills. Attention to detail. Good written and verbal communication skills. Strong math skills. Ability to meet deadlines and stay organized in a fast-paced environment. Proficiency with Outlook, Excel, Acrobat and Word. Abila MIP Fund Accounting experience desirable.
- Commitment to Community Resources for Children's mission and programs.

#### How to Apply

Please submit resume with a thoughtful cover letter describing your interest in the work of Community Resources for Children and how your experience meets the qualifications of the job to [mbernal@crcnapa.org](mailto:mbernal@crcnapa.org). Please also complete the job application that can be downloaded from [www.crcnapa.org](http://www.crcnapa.org).