

Staff Accountant Job Description

About Morgan Autism Center

Morgan Autism Center provides a safe, nurturing, and joyful environment where individuals impacted by autism or other developmental disabilities are accepted and celebrated for who they are. Founded in 1969, the focus is on creating respectful and positive interactions to maximize the potential of each student and client. Morgan Autism Center offers school and adult day programs and is an important resource for families and professional service providers throughout the Bay Area. Their flexible, comprehensive, and highly individualized approach has evolved into a model successfully adopted and implemented in located school districts.

For more information, please visit www.morgancenter.org

Position Overview

Morgan Autism Center is looking for a motivated and detail-oriented Staff Accountant to join our Finance Team with a big aspiration to deliver exceptional services to our organization and stakeholders. The Staff Accountant will be responsible for the accounting functions of the organization.

Reporting Relationships

This position reports directly to the Director of Business and Finance.

Key Responsibilities

- Process weekly check runs and Credit Card Receipts.
- Prepare and manage monthly invoices to School Districts and Regional Centers.
- Supports monthly cycle close process which includes posting all cash receipts.
- Supports bi-weekly Payroll process including Time and Attendance Tracking.
- Prepare balance sheet reconciliations.
- Responsible for Posting Journal Entries.
- Assist in preparing the Annual Budget.
- Responsible for preparing 1099s, 401a census, and other misc. reporting.
- Support and participate in audits.
- Generates and Manages all Master Contracts for School Districts.
- Assist on ad-hoc projects.
- Performs other duties as assigned.

Experience and Requirements

- 5+ years of accounting experience.
- Prior school or non-profit experience is a plus, but not required

- Bachelor's Degree in Accounting or related field; or equivalent combination of education and experience in Accounting.
- Solid understanding of accounting concepts, internal controls, and operational efficiency.
- Ability to analyze, summarize, and articulate financial information appropriately based on audience.
- Experience with Quickbooks online, Bill.com, and Zenefits preferred.

Knowledge, Skills, and Abilities

- Highly detailed-orientated, known for accuracy and high-quality work.
- Critical thinking skills, naturally inquisitive, ability to spot issues and bring resolutions.
- Excellent organization skills with the ability to pivot and reprioritize.
- Strong interpersonal, written, and oral communication skills.
- Strong teamwork and collaborative skills.
- Knowledge of general accounting principles, regulatory standards, and compliance requirements.
- Effective organizational, stress, and time management skills.
- Demonstrates a sense of urgency and ability to meet deadlines.
- Ability to work independently and as a team member.

Salary Range

\$75,000-\$90,000 per year

Benefits

- Medical, Dental, Vision (Employee paid 100%)
- Life Insurance and Long-Term Disability.
- Retirement 403a & 403b.

Schedule

- Monday to Friday
- 219 workdays, 6.5 hour shift
- Occasional Off-hour work is required

Location

In-person with some opportunities for remote work

DEI Statement

It is Morgan Autism Center's intent to provide equal employment opportunities to all qualified persons without regard to race, color, religion, sex, gender identity and expression, genetic characteristics, pregnancy, marital status, veteran status, sexual orientation, age, national origin, ancestry, disability, medical condition, or other protected class status as defined by applicable law. This policy covers all employment matters, including but not limited to recruitment, selection, placement, promotions, transfers, demotions, terminations, training and compensation.