

# COMMONWEAL

## **Looking for a Senior Accountant that wants to make a difference in the world.**

Not all accounting jobs are the same. Do you want to be part of a team that is taking on some of the challenges in our community and the world? Commonweal is located near Bolinas in Pt. Reyes National Seashore. You can augment your day with walks along the Pacific cliffs or a lecture by a visiting scholar. Being part of Commonweal is being part of a Community that is dedicated to healing the planet and the people that live on it.

Commonweal is a 40-year-old organization working to make the world a better place. We have more than 50 programs in different fields including healing circles; retreats for people with cancer; research projects on cancer and toxins with first responders; an international fellowship for people under 40 sharing about the polycrisis in the global south; a summer camp for Bay Area teens; and more ([check our website](#)).

You will join our six-member finance and accounting team. We will match responsibilities to accommodate your experience. Duties may include: monthly close including journal entries; reporting; nonprofit accounting including compliance with generally accepted accounting principles; annual audits; tax returns; insurance; budget; reviewing accounting data; contracts; human resources; and projects. Other responsibilities may be added as needed and as capacity or experience allows.

This position is flexible in terms of FTE or duties for the right candidate, but we are looking for someone full-time. The salary for this position depends on experience, and the range is \$86,000 to \$91,000 for full-time. Employer-provided benefits include paid sick, vacation, holiday, and group insurance including medical, dental, vision, life, and long-term disability, and employer retirement plan contributions upon eligibility. Preference will be given to candidates who can work in the office at least 2 days per week. The in-person interview will include a skills check in QuickBooks Desktop Enterprise, Excel, DocuSign, and Adobe Acrobat.

Please send your resume and cover email to [jobs@commonweal.org](mailto:jobs@commonweal.org). Applications will be accepted until the position is filled, and the tentative start date is asap.

Commonweal is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, citizenship, disability, veteran status, gender identity, sexual orientation, genetic information or any other characteristic protected by federal, state or local law.

## **Job Description**

Title: Senior Accountant  
Organization: Commonweal – a health and environment research nonprofit  
Job Location: Main Office, Bolinas, California (some remote work possible)  
Wages: \$86,000 to \$91,000 salary for full-time  
Hours: 40 hours per week or 100% FTE - Willing to be flexible  
Classification: Non-exempt and regular full-time  
Experience: 3 years relevant experience  
Education: Bachelor's degree or equivalent experience  
Preparation Date: March 6, 2023

## **Overall Responsibilities**

This will be the 6<sup>th</sup> person working in the accounting team and duties will change to accommodate experience. Duties may include: monthly close including journal entries; reporting; nonprofit accounting including compliance with generally accepted accounting principles; annual audit; tax returns; insurance; budget; review accounting data; contracts; human resources; and projects. Other responsibilities may be added as needed and as capacity or experience allows. The responsibilities and tasks are expected to evolve.

## **Tasks**

- Review accounting data
  - Income
  - Expenses
  - Reports
- Create contracts for independent contractors and earned revenue
  - Special attention needed for international contracts and non-California contractors paid for work in CA
- Human resources work depends on experience - could involve reviewing payroll, open enrollment, group insurance plans, flexible spending plan, and HR compliance in 15+ states
- Monthly close
  - Journal entries
  - Review accounting data
- Reporting
  - Internal financials reports on a monthly, quarterly, and ad hoc basis
  - External reports as needed
  - Improve current reports to give information in impactful manner
- Banking
  - Daily monitoring of bank balances
  - Create wires, PayPal, and other electronic payments
  - Process check deposits
- Process W-2s, 1099s, 1042-S
- Audit
  - Prepare schedules for auditor in compliance with GAAP including Temporarily Restricted Net Assets and Net Assets Released From Restrictions
  - DOE main liaison for CPAs
- Tax returns
  - Prepare schedules for 990 and state returns

- o 5500 for 403(b)
- o DOE main liaison for CPAs
- Insurance
  - o General, commercial, auto, professional crime, property, and umbrella
  - o Responsibility for ensuring proper coverage and amounts
  - o All work related to renewal
  - o Inform insurer of all events
- Budget
  - o Help create program and core budgets that will roll up into Commonweal's overall budget
  - o Help create budget packet for stewardship circle and Board
- Program support
  - o Answer program staff questions and provide meaningful information to people who do not think like accountants
- Bookkeeper work
  - o Due to our small team, this position may take over bookkeeping work while someone is on vacation or someone has too much work.
- We are still trying to streamline and make our work more efficient. Responsibilities may be reorganized if we determine a better process.
- We do accounting and business management for two public charities, one 509(a)(3) supporting org, one private foundation, and one DAF. Tasks may involve all of the companies.
- Other accounting projects may be added as needed and as capacity / experience allows

### **Required Skills**

- Solid knowledge of typical office equipment, personal computers, networked environments, Windows, Microsoft Office Suite especially Word and Excel, GSuite especially Drive, Docs, and Sheets, Adobe Acrobat, mathematics, and English
- At least 3 years working with QuickBooks, Desktop Enterprise preferred
- Accounting and GAAP, with nonprofit experience preferred
- Attention to detail and accuracy
- Ability to plan and organize with a strong ability to multitask
- Strong communication skills
- Problem identification, ability to analyze, confidence to ask questions or make recommendations
- Team player with the ability to build cooperative working relationships
- Ability to work with multiple deadlines and frequent interruptions

### **Preferred Skills / Knowledge**

- Strong commitment to helping programs impact the world for the better
- CRMs, e.g. Salesforce
- Working with auditors on audits and tax returns
- Federal grant reporting and systems including federal indirect rate
- Zoom, Twist, DocuSign, and Zed
- 1099s and W-2s
- International income and expenses, including W-8 BEN, W-8 BEN-E, and 1042-S would be helpful

- Experience in business registrations and reporting in other states would be helpful
- PayPal and Stripe
- Grant proposal and reporting

### **Supervisory Responsibilities**

None

### **Physical Demands**

All physical requirements typical for an office environment, including walking up to third floor offices

### **Work Environment**

The work space, located in coastal West Marin, is usually cool.

### **Benefits** (depends on regularly scheduled number of hours per week)

- Available to all staff:
  - Sick Leave: 80 hours per year prorated for part-time staff
  - Self-Funded 403(b) Plan
- Available to staff not classified as Temporary or Limited Term:
  - Holidays: 12 holidays plus birthday in 2023
  - Vacation: starts at 80 hours per year prorated for part-time staff
- Available to staff not classified as Temporary or Limited Term at 50% FTE (average 20 hours/week):
  - Employer-Funded 403(b) Retirement Plan: up to 5% including match after 12 months at open enrollment
- Available to staff not classified as Temporary or Limited Term at 75% FTE (average 30 hours/week):
  - Health, Dental, Vision, Life, & Long-Term Disability Insurance
    - Employer contributions up to a set amount: \$15,000 for 2023
  - Flexible Spending Plan