

ACCOUNTING PROFESSIONAL

We are in immediate need of an Accounting Professional, who will start ASAP.

The Accounting Professional must be proficient in Great Plains Dynamics and Excel, and will work closely with the Controller in managing the accounting operations of the organization; provide financial information to management by researching and analyzing accounting data and preparing reports; analyze financial information to recommend or develop efficient use of resources and procedures; provide strategic recommendations and maintain solutions to business and financial challenges; maintain financial security by following internal controls; comply with federal, state, and local financial legal requirements by studying existing and new legislation; enforce adherence to requirements; advise management on needed actions; maintain customer confidence and protect operations by keeping financial information confidential. Responsibilities cover the full accounting cycle and include payroll, accounts payable, general ledger, and monthly financial reporting.

Ideal Candidate will possess proficiency in Accounting and Corporate Finance, detail oriented with professional attitude, strong work ethics, time management and the highest desire for excellence.

Attractive compensation awaits the successful candidate and we offer excellent health benefits upon completion of evaluation period.

We are located in Downtown Berkeley, very accessible by BART.

Please send resume and cover letter to:

accountant@pacificafoundation.org

Pacificafoundation.org is an Equal Opportunity Employer.

Please no phone calls or recruiters