



California Center for Cooperative Development  
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**INTERESTED IN MEANINGFUL WORK?  
JOIN THE CCCD TEAM!!**

**Job Description: Full Charge Bookkeeper**

The California Center for Cooperative Development (CCCD) is a mission-driven non-profit dedicated to promoting cooperative businesses. We are seeking a *Full Charge Bookkeeper* to join our team. The position is designed to be full time, but can be adjusted to part time. Staff work in the office two days per week and can choose to work at home or in the office the rest of the week.

**More about CCCD:** We are a 501c3 non-profit that provides education and technical assistance to groups interested in starting a cooperative and to existing cooperatives, including agriculture, consumer food, housing, childcare, worker, and other cooperative sectors. We help people to work together to meet their mutual needs through democratically controlled cooperatives.

**Job Description:** The position will support CCCD by managing all accounts payable and receivable, reconciliations, budgeting, payroll, maintaining chart of accounts consistent with grant and non-profit requirements, coordinating annual 990 and audit work with CPA, and preparing and assuring processing of state requirements for new employees. Position also requires preparing organizational budgets and reports for the non-profit board of directors, supporting the creation of grant budgets, and preparing financial reports associated with those grants. Responsibilities can be adjusted for candidates pursuing part time work.

**The position reports directly to the Executive Director**

**The ideal candidate** will have experience with non-profit bookkeeping, appreciate working with a team, align with CCCD's mission, and enjoy working with diverse groups of people.

**REQUIREMENTS:**

- Proficient in QuickBooks Online and Excel (including functions and formulas)
- At least 2 years experience with:
  - Accounts payable and receivable and reconciliations
  - Bookkeeping (non-profit preferred), including grant budgeting and management
  - Financial budgeting and forecasting
  - Payroll, as well as state and federal reporting requirements
- Experience with federal and state grants preferred but not required
- Experience with coordinating non-profit tax preparation and audits preferred but not required
- Strong communication skills and a collaborative spirit
- Self-motivated, highly organized team player
- Being genuinely interested in growing professionally and personally, and supporting the same in others
- Eligible to work in the U.S.A.
- Background check required

**Position:** Full time, exempt or non-exempt. (Part time, hourly possible)

**Starting Compensation:** \$55,000 (\$26.44/hr) to \$68,000 (\$33/hr) depending on experience. Paid vacation, sick leave, holidays, health plan & retirement benefits.

**Application Requirements: Apply today--**Position open until filled. Submit: [CCCD application](#) (access from website: [www.cccd.coop](http://www.cccd.coop)) and [Resume](#) by email to CCCD at [coops@cccd.coop](mailto:coops@cccd.coop) (subject line: *Bookkeeper Position*)

**INQUIRIES BY EMAIL ONLY: [coops@cccd.coop](mailto:coops@cccd.coop)**

*California Center for Cooperative Development is an Equal Opportunity Employer*



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## **ENJOY BEING A VITAL PART OF HELPING OTHERS THROUGH COOPERATIVE DEVELOPMENT DETAILED RESPONSIBILITIES: FULL CHARGE BOOKKEEPER**

The following is supplemental to the advertised position for Full Charge Bookkeeper.

### **Accounts Payable**

- a. Record bills and invoices received, prepare checks, and assure timely payment; monitor electronic payments and prepare updates as necessary
- b. Prepare and share weekly AP Summary reports and work with program staff to manage payments consistent with programs needs
- c. Track and record in QB all credit card purchases made on company credit card and assure required documentation for payables
- d. Using Intuit online payroll service: prepare payroll and maintain and update employee records
- e. Prepare all payroll reports, payroll tax payments, benefit payments, and related in a timely fashion

### **Accounts Receivable**

- a. Record all checks and electronic payments received and prepare invoices for payments from multiple sources including grant disbursement, reimbursements for contracts, and fiscal sponsorships
- b. Assure timely deposits, prompt receipt of payments, and follow-up on outstanding invoices
- c. Maintain log of all donations and event payments; coordinate recordkeeping; share info for timely thank you.
- d. Prepare monthly billings for multiple grants; share information with program staff

### **Reconciliations**

- a. Prepare monthly reconciliations of all bank accounts including checking, fiscal sponsorship funds, PayPal, petty cash, and affiliate non-profit's bank accounts; reconcile credit card accounts for all staff members
- b. Review and balance all liability accounts on a monthly basis including medical insurance, retirement contributions, tax payments, and fiscal sponsorships; report on any amounts not reconciled within 60 days
- c. Prepare financial reports for bi-monthly board meetings: Budget-to-Actual P & L; Balance Sheet, Cash Flow, and AP/AR Summaries

### **Budgeting and Taxes**

- a. Prepare budget for multiple grants, including government and non-government; prepare quarterly detailed budget-to actual grant reports
- b. Compile and maintain all budgets into annual organizational budget; report abnormal activity
- c. Work with Executive Director to prepare cost projections and budget drafts for board approval
- d. Ensure timely payments of all tax liabilities; prepare annual W2 and 1099 forms
- e. Work with tax preparer to complete Form 990 for CCCD and affiliated non-profit

### **Grant Budgeting and Reporting**

- a. Work with program staff in developing budgets and preparing them to grant specifications
- b. Ensure compliance with grant agreements

### **Personnel & Human Resources**

- a. Maintain personnel records and practices consistent with personnel policies
- b. Process new hires using established practices and assuring that files verify legal compliance
- c. Maintain compliance with personnel policies as they relate to timesheets, vacation and sick leave, and reimbursements.

### **Other Duties as Assigned**

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