

## Accounting Coordinator

### About the Organization

Canal Alliance exists to break the generational cycle of poverty for Latino immigrants and their families by lifting barriers to their success. We are a nonprofit champion of immigrants who are challenged by a lack of resources and an unfamiliar environment.

### Position Summary:

The Coordinator is responsible for the processing of payables, donations and cash receipts and the maintenance of all financial records.

### Essential Functions:

- Reviews & codes all Payables' invoices & check requests for appropriate documentation & approvals
- Maintains Purchase Order Log and issues Purchase Orders to staff
- Data entry for Accounts Payable and accounting transactions assigned by supervisors
- Creates twice weekly check run based on due date of payables
- Matches invoices to checks and coordinates signing and mailing of same
- Maintains Accounts Payable & any finance related files and documentation
- Review weekly deposits and record it in Accounting Seed
- Review donation checks, prepare coding for review, and create deposit batches
- Processes donations and other payments through remote capture modem
- Assists in preparing documents for annual audit
- Lead on the annual Workers' Comp audit
- Communicate with supervisors in a timely manner for any issues

### Other Responsibilities:

- Other duties as assigned by supervisors

### Education and Experience

- BA Degree (*preferred*) OR Associate's degree in accounting
- At least one year of related accounting experience
- Non-profit and audit experience (*preferred*)

### Qualifications- Skills and Knowledge

- Knowledge of GAAP & non-profit accounting
- Ability to problem solve and multi-task in a fast paced environment
- Strong verbal communication and expert writing skills



- Excellent organizational skills with an ability to work quickly, independently and with attention to detail
- Ability to take initiative and show good judgement
- Salesforce and Accounting Seed experience – bonus
- Experience with QuickBooks, Microsoft Excel, Outlook and Word
- Ability to maintain strict confidentiality
- Should be available to work in the office two days a week at minimum

### **Compensation**

This is a full-time, non-exempt position with benefits. We offer a competitive salary with a benefits package that includes 3 weeks paid vacation a year, 12 days of sick leave a year and 100% paid employee medical & dental insurance as well as long term disability and an employee assistance program. In addition, there are 15 paid holidays annually, a 403(b)-retirement plan and a Flex cafeteria plan.

### **Canal Alliance Equity and Inclusion Statement**

Canal Alliance actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across, intersections of race, age, color, national origin, ethnicity, citizenship, sex, sexual orientation, gender identity, gender expression, religion, disability, ancestry and all other identities represented among our diverse employees.

By appreciating the importance of inclusion, we acknowledge that the collective and individual talents, skills, and perspectives of our staff foster a culture of belonging, safety, collaborative practice, innovation, and mutual respect. Canal Alliance is committed to the transformation of attitudes and systems that deprive any person or group of these principals.

### **Application Process**

Please email your resume and cover letter to [HR@canalalliance.org](mailto:HR@canalalliance.org). Only electronic applications will be accepted. (Keep it green!) Please indicate “**Accounting Coord – YOUR NAME**” in the subject line of your email.

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[Canalalliance.org](http://Canalalliance.org)