

SOLANA BEACH SCHOOLS FOUNDATION
Part Time /Flex Time Foundation Accountant
(10-20 hours per week, \$27/hour)

Job Responsibilities:

- Prepare bank deposits
- Post transactions to QuickBooks
- Maintain an orderly accounting filing system
- Maintain the QuickBooks chart of accounts and annual budget
- Prepare journal entries, reconcile and generate monthly financial statements
- Prepare journal entries, reconcile and generate monthly PTO statements
- Reconcile Intuit, Square, PayPal and Blackbaud transactions
- Update and maintain Administrative Allocation spreadsheet
- Send invoices and accounts for QuickBooks payments
- Compile, prepare and submit 1099 information
- Meet with auditors with management to complete the audit
- Maintain multiple subsidiary accounts by verifying, allocating, and posting transactions.
- Enter data into donor database (eTapestry)
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Contributes to team effort by providing clerical and administrative support to management and Board volunteers as requested

Desired Qualifications:

The Foundation accountant candidate should have knowledge of bookkeeping and generally accepted accounting principals. The ideal candidate should have experience handling multiple accounts within one organization. An Associate's degree in accounting or business administration, or equivalent business experience is desired. Preference will be given to candidates with a working knowledge of QuickBooks Online and eTapestry donor software. Data entry skills, attention to detail, confidentiality, thoroughness, customer service oriented, flexible and willing to work in a small office environment. Start date April/May 2020.

Please send cover letter and resume to Patti Malmuth at
patti@sbschoolsfoundation.org or 309 N. Rios Ave., Solana Beach, CA 92075