

SENIOR ACCOUNTANT

Are you a skilled accounting professional with an unwavering eye for detail? Do you possess comprehensive knowledge of accounting principles and have experience working with nonprofit organizations? Do you want to play a crucial role in ensuring accurate financial management and reporting? If so, we enthusiastically encourage you to consider joining our team as a Senior Accountant at our behavioral health training and consultation organization. Your role will actively contribute to the success of our training and consulting initiatives, fostering excellence and innovation in the exciting field of behavioral health. Don't miss this opportunity to make a meaningful impact!

About Us: We are a highly regarded behavioral health training, implementation, and consulting organization committed to advancing the knowledge, skills, and practices of professionals in the field. Our organization offers comprehensive training programs, consultation services, and resources to support the delivery of high-quality behavioral health care.

What You Will Be Doing: Working under the direct supervision of the Director of Finance, the Senior Accountant is responsible for all organizational finances including accounting, organization-wide and program specific budgeting, as well as completion of audits and IRS tax requirements. The Senior Accountant will work in close partnership with the Director of Finance on policies, procedures, strategy, and planning, and will support the financial requirements for proposal development and grant or contract reporting.

Primary Responsibilities

- Conduct a wide array of accounting processes on a daily basis.
- Play a key role in the month-close process by accurately completing reconciliations and journal entries.
- Prepare business activity reports, financial forecasts, and annual budgets.
- Monitor project revenue/cost variances and reports the same to Director of Finance and/or Project Directors.
- Ensure transactions and reports comply with generally accepted accounting principles (GAAP).
- Participates in annual external audit and tax filing preparation.
- Present recommendations to Director of Finance on short- and long-term financial objectives and policies.
- Analyze large datasets to find trends and convert findings into meaningful reports.
- Ensure compliance with local, state, and federal government requirements.
- Perform other related duties as necessary or assigned and fill in for the Director of Finance as needed.

Desired Qualifications and Skills

- Bachelor's Degree required.
- 4+ years of experience overseeing finance, accounting, AP, AR, and payroll required.
- Experienced with grants contracts and grant reporting required.
- Nonprofit experience a plus.
- MBA, CMA, CPA certification a plus.
- Knowledge of public behavioral health systems a plus.

Computer Skills

To perform this job successfully, an individual should have proficiency in Microsoft Office Suite with advanced knowledge/skills in Microsoft Excel, QuickBooks, Adobe Acrobat, and Internet software.

Compensation and Benefits

- \$70,000 - \$95,000/year
- Medical, Dental, and Vision Insurance (100% paid for employee/70% paid for dependents)
- Employee Assistance Program
- Company Paid Life Insurance and Long-Term Disability Plan
- 403(b) Retirement Plan with company match based on fiscal year performance
- 13 Paid Holidays, plus 5-day paid Winter Break and 5 days Admin time of personal choice
- Generous Paid Vacation and Sick Time

Work Location

This is a hybrid position requiring the flexibility to commute to our Sacramento office at least once per week or as necessary.

EEO Statement

Cultivating an inclusive staff and a sense of belonging is central to our organization's focus on advancing equity. Our core values are Recovery and Resiliency, Anti-Racist, Innovation, Continuous Improvement, Customer Commitment, Cultural and Linguistic Inclusion, Outcomes-Driven, and Health Equity and we believe a diverse and inclusive environment inspires unity, respect, and passion for our work and one another. We are interested in hearing from people who can work with colleagues of varied experience and backgrounds. We are an equal-opportunity employer, candidates from all backgrounds are considered, and as an organization that values equity and inclusion, we highly encourage people of color, women, LGBTQ+ individuals, and veterans to apply.

To Apply: If you want to learn more about this position and meet the qualifications, please submit your resume and cover letter to hrmanager@cibhs.org.