



## STAFF ACCOUNTANT

### *Position Description and Performance Expectations*

**Effective Date:** March 26, 2019  
**Department:** Accounting  
**Classification:** Salaried, Exempt  
**Responsible to:** CFO

*The position summary describes current duties and responsibilities for which the employee will be held accountable and evaluated upon. Job duties and responsibilities below may change from time to time, at the sole discretion of the organization, as other needs may arise.*

#### **General Description:**

This is a full-time Accounting position with ValleyPBS responsible for oversight of all accounting functions including General Ledger, Accounts Payable, Accounts Receivable as well as additional duties as required to support the CFO.

#### **Essential Functions:**

- Accounts Payable
- Accounts Receivable including Billing
- Prepare daily deposits
- Assist with:
  - Month-end closing
  - Preparation of monthly financial reports
  - Budget maintenance & Variance analysis
  - Monthly reconciliations to various departments
  - Grant compliance
  - Government reporting
  - Annual Audit
  - Tax reporting, including property, sales, welfare exemptions
  - Payroll

#### **Accountabilities:**

- Maintain strict confidentiality with other staff members and the outside public in all accounting and station business matters.
- Successful leadership and teamwork to meet department's goals.
- Work cooperatively with staff toward fulfillment of the station's mission, goals and objectives.

- Professional and positive attitude with staff, customers, volunteers and vendors.
- Maintain accurate and timely records.
- Timely and appropriate communication with management regarding financial matters.
- Consistent dependability in attendance and effective utilization of time.

**Competencies:**

- BS Accounting and minimum of 3 years experience.
- Non-profit accounting experience a plus.
- Experience in Microsoft Dynamics Solomon or Sage100 required.
- Excellent computer skills.
- Knowledge of accrual basis of accounting and job costing.
- Excellent verbal and written communication.
- Ability to multi-task and work under pressure of deadlines.
- Ability to prioritize tasks.

Salary: \$45,000 - \$50,000 per year

**About ValleyPBS**

ValleyPBS is a non-commercial, educational, community licensee, and the sole-service provider of free over-the-air PBS programming to California's Central San Joaquin Valley from Merced to Bakersfield, serving a population of roughly 2.5 million.

ValleyPBS is an Equal Opportunity Employer.

**How to Apply:**

Applications will be accepted and reviewed until the position is filled. Please include:

1. Cover letter describing why you feel you are best suited for this position.
2. A fully completed ValleyPBS application form, which can be found at [valleypbs.org/employment-opportunities](http://valleypbs.org/employment-opportunities).
3. Resume.
4. To fulfill FCC requirements, name the recruitment source where you learned about this position.

Direct application materials to:

Kadidia Cooper

CFO

ValleyPBS

1544 Van Ness Ave.

Fresno, CA 93721

Or by email to: [kcooper@valleypbs.org](mailto:kcooper@valleypbs.org)

No phone calls please.