Staff Accountant

Family Stations, Inc., located in Oakland, Ca, is hiring a Staff Accountant. If you have 3 to 5 years accounting experience working for a mid-sized, not-for-profit Company, a relevant college degree from an accredited institution (BS Accounting, Finance, or Business), and the drive to get things done... we would like to hear from you. Please email your résumé with cover letter and salary requirement to our Human Resources Manager and put "Staff Accountant" in the subject line. Family Stations Inc. is an equal opportunity, nondenominational, not-for-profit 501 (c)(3) corporation with headquarters in Oakland CA.

Salary/ Hourly: Depending on Experience (DOE).

Responsibilities
• Lead person during annual financial audit which includes discovery, preparation and review of docs requested by external accounting firm
• Assist in month-end, quarter-end and year-end close procedures
• Assist in timely/accurate QTRLY financial reporting
• Assist in other accounting projects as needed
• Asset management which includes identifying physical location of assets, maintaining up-to-date paper/electronic files, and providing depreciation schedules for current/future assets.
• Provide accurate analysis for gain/loss on sale of assets
• Property tax and unemployment preparation as needed
• Oversee monthly bank reconciliations
• Oversee BSheet schedules
• Oversee Accounts Payable and Accounts Receivable processes
• Assist in the preparation of annual budgets

Qualifications
• BS Accounting, Finance or Business from accredited institution (or equivalent work experience)
• Strong, practical understanding of GAAP & non-profit accounting for a 501(c) tax exempt organization (preferred)
• Strong analytical skills
• Great communicator
• Ability to multi-task and problem solve
• Exceptional attention to detail
• Proficiency in Excel, MSOffice, and QuickBooks
• ERP experience with major players such as NetSuite, Oracle, etc. (a plus)
• Well organize
• Fast learner

Family Stations, Inc. is an Equal Opportunity Employer