

## Full Charge Bookkeeper

- *0.5 FTE Position Starts April 1, 2020*
- *Possibility to increase to 0.75 FTE in July*

One Circle Foundation, a national 501(c)3 nonprofit organization based in San Rafael, CA, seeks a half- time bookkeeper. The bookkeeper position creates financial transactions and generates reports from that information. Responsible for payroll with semi-monthly payroll duties using QuickBooks payroll system. The creation of financial transactions includes posting information to accounting journals or accounting software from such source documents as invoices to customers, cash receipts, and supplier invoices. The bookkeeper will reconcile bank and credit card accounts to ensure their accuracy and stay up to date and record all sales tax owed in any given state across the country. The OCF Bookkeeper reports to the Executive Director. This position may increase to .75 FTE in July.

### General

- Reconciles all bank and credit card accounts
- Tag and monitor fixed assets
- Issue Financial Statements
- Provide copies of the QB file and other information to the CPA for tax returns and enter year end adjusting General Journal entries
- Monitor debt levels and compliance with debt covenants

### State Sales Taxes:

- Stays up to date and records all sales tax owed in any given state across the country
- Registration with all States where Nexus is established for sales taxes, remain compliant with all changes to sales tax (and employment taxes.)
- Monitor training and curricula sales to ensure sales taxes are being charged and collected where needed.
- Submit monthly/quarterly/annual sales tax reports as needed. OCF utilizes the TaxJar software system to record, track, and automate filings. This platform is currently being integrated with the OCF website.

### Principal Accountabilities:

- Conduct a monthly reconciliation of every bank account and Conduct periodic reconciliations of all accounts to ensure their accuracy
  1. Monthly Credits: Pull a batch report from the merchant account (currently “Authorize”), and a batch report from the organization’s own online purchases from an internal proprietary database system. Reconcile these purchase reports.
  2. Monthly: Reconcile the merchant report to bank account.
  3. Monthly: Code bank credit card statements according to the accounting system chart of accounts and enter into QuickBooks system. Share with E.D.
- Assemble information for external auditors for any potential annual audits

- Calculate variances from the budget and report significant issues to the E.D. and the Board of Directors
- Provide clerical and administrative support to management as requested
- Follow accounting policies
- Maintain an orderly accounting filing system and chart of accounts

### Payroll:

- Semi-monthly payroll duties using QuickBooks
- Entering time for non-exempt staff, and processing payroll by strict cutoff dates
- Entering, monitoring, and reconciling Sick Leave/PTO and reporting time taken and accrued to the Executive Director
- Making 941 and various State payroll tax deposits, and monthly/quarterly reporting
- Preparation of W-2 forms for employees and 1099 forms for contractors
- Process new hire paperwork and reporting to state agencies
- Annual, semi-annual, and by-annual state reports
- Tracking, reporting, and reconciling IRA retirement funds withheld and contributed to OCF's brokerage firm

### DESIRED SKILLS AND EXPERIENCE:

- 2 - 5 years of experience and familiarity with all payroll and full charge bookkeeping duties using QuickBooks Desktop software, TaxJar software, and Excel/Google spreadsheets. Knowledge of online systems and bookkeeping for non-profits and legal compliance is a plus.
- Is familiar with new state sales tax laws throughout the United States, as these pertain to internet online sales
- Passion in work and this service
- Work independently and within a team environment
- Fluency with QuickBooks, Magento, TaxJar, Authorize and other possible merchant accounts to be integrated with the new website; Microsoft Office Suite, Google Suite
- Succinct, clear, relational, and timely written and verbal communication skills

### In addition the ideal candidate will possess the following attributes and experience:

- Extremely high level of professionalism, collegiality, is relational, self-motivating, organized, accountable, and autonomous
- Able to work remotely and onsite at our OCF San Rafael, CA office
- Passionate about the healthy development of youth, families and communities
- Flexible and able to deal effectively and politely with all situations
- Ability to represent the Core Values and mission of One Circle Foundation in all communications and activities (listed at bottom)
- Motivated and flexible to change with maturity to identify and work with learning edges
- Hourly rate: \$28-\$33. DOE.  
Excellent benefits including medical, dental, vision, matched IRA plan, professional development, and paid time off. Position begins APRIL 1, 2020.

To apply, please send your resume and cover letter to [HR@onecirclefoundation.org](mailto:HR@onecirclefoundation.org).

## About Our Organization

*One Circle Foundation transforms lives through circles.*

One Circle Foundation is a 501(c)3 nonprofit organization based in San Rafael, CA and serving organizations nationwide. We promote resiliency and healthy relationships by offering circle program models that transform lives. One Circle Foundation recognizes that healthy relationships are the core element to a healthy individual, family, society, and world.

We train and equip providers of youth services to facilitate evidence-based circle programs for youth. Our models, Girls Circle® and The Council for Boys and Young Men®, are gender-responsive, research-based circle models for girls, boys, LGBTQ+ and gender non-conforming youth, that promote safe and healthy relationships, build assets, and promote authentic diverse identities and capacities on the adolescent journey toward adulthood. In addition, we train adults on affirming and expansive practices for LGBTQ+ diverse youth, intersectionality, implicit bias and becoming allies. Our adult circle model is Women's Circle® is a gender-responsive and gender non-conforming support group approach for women to share, explore, build skills, and encourage one another to live authentically in mind, body, heart, and spirit.

Since 1997, OCF has trained, consulted, and developed educational curricula to equip service providers around the nation and internationally to implement research-based circle program models and best practice evidence-based approaches to increase capacities and build healthy relationships. Our reach is to all youth serving sectors to include: education, juvenile justice, child services, behavioral health, community based programs and ministries.

One Circle Foundation prioritizes diversity and the value it brings to the workplace and the work with intersectional individuals and audiences. We practice and utilize an expansive mindset and approach in all our work.

## List of OCF Core Values

### **We are relational.**

*We recognize the quality of our relationships with others as the most important aspect of our work, and as paramount to growth, learning, health and success.*

### **We honor everyone's wisdom.**

*Everyone's experiences and viewpoints are valid and deserving of respect. We recognize that we haven't lived all the same experiences as others have lived.*

### **We are humble.**

*We don't have all the answers, and we know we're not perfect.*

### **We laugh and have fun.**

*We laugh at ourselves, use humor, and encourage playfulness.*

### **We care for others and we care for ourselves.**

*Taking care of our bodies, minds, hearts, and spirits is key to our healthy relationships.*

### **We view gender and culture as integral aspects of identity.**

*Gender and culture have meaning and impact in multiple dimensions of one's life.*

### **We are communicative.**

*We tell people – verbally and nonverbally – what to expect from us and from the training.*

### **We emphasize strengths.**

*It's the paradigm shift – seeing others for their strengths, gifts, and potentials.*

### **We are accountable.**

*We own our work, words, and deeds.*

### **We recognize the power of our voices, and use them intentionally.**

*Our experiences count; our messages have an impact when they come from our hearts.*