

JOB ANNOUNCEMENT

Position: Accounts Payable Specialist **Work Week:** 35 hours
Location: Hayward **Start Date:** ASAP
Hours: 9:00am to 5:00pm **Salary:** \$18.22-\$22.78 DOE

The Community Child Care Coordinating Council (4Cs) of Alameda County is a private non-profit organization serving families and child care providers in Alameda County. 4Cs of Alameda County exists to develop and coordinate resources for families and children.

The Accounts Payable Specialist is responsible for providing assistance to the Accounting Department and coordinates job duties and responsibilities with the Supervisor, Accounts Payable.

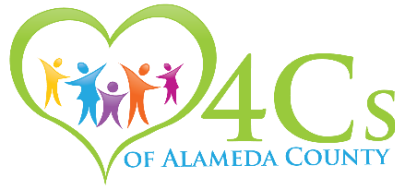
The Accounts Payable Specialist reports to the Supervisor, Accounts Payable. This is a non-exempt position.

DUTIES & RESPONSIBILITIES

- Responsible for provider payment preparation for all programs
- Ensure timeliness and accuracy in processing payments: manual checks and ACH (Direct Deposit).
- Interface with service providers on matters related to manual checks and Direct Deposits.
- Coordinate with IRS, Franchise Tax Board, and any other government agencies for provider payment garnishment notices and remittance procedures
- Coordinate day-to-day duties and responsibilities with the Supervisor, Accounts Payable
- Responsible for all facets of accounts payable including, but not limited to, the following: invoice research, Accounts Payable related reports, account reconciliation, and monthly/annual IRS/EDD 1099 related reports.
- Respond to Accounts Payable related questions including but not limited to inquiries from banks or check cashing stores about checks issued by 4Cs.
- Maintain well-organized filing system of provider payments, W-9s and the confidentiality of documents
- Primary backup of Supervisor, Accounts Payable for 4Cs general vendors
- Provide clerical support for the Accounting Department & assist the Director, Finance as needed.
- Other duties as assigned.

QUALIFICATIONS

- A.A. degree desired or minimum of 2 solid years of responsible work experience in Accounts Payable
- Proficient in Excel (IE: Spreadsheets)















- Must be detail-oriented and able to meet deadlines
- Knowledge of basic accounting principles and procedures
- Written and oral communication skills
- Organizational skills
- Enthusiasm and willingness to learn

To apply, please send resume and cover letter to resumes@4c-alameda.org

Community Child Care Coordinating Council of Alameda County is an Equal Opportunity Employer.

4Cs is a Great Place to Work!

-  11 Annual Paid Holidays + Additional Sick Leave
-  2 Floating Holidays Provided Every July 1st
-  Very Generous Vacation Leave
-  Cafeteria Style Benefits Cover Employee's Core Benefits
-  Flexible Work Schedules
-  Annual Employer Discretionary Retirement Contribution
-  403b Retirement Employer Match
-  Confidential Employee Assistance Program
-  Personal and Professional Development Opportunities
-  Energetic & Dedicated Staff Members
-  Exceptional Work Environment
-  Recognized as one of the *2017 Best Nonprofits to Work For!*