

  
**Make-A-Wish**  
GREATER BAY AREA  
**Job Announcement**  
**Staff Accountant**  
**6/18**

Make-A-Wish Greater Bay Area grants the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy. Our Chapter serves children from Monterey to the Oregon border and will grant over 400 wishes this year. We have a committed network of board members and advisors as well as an extensive network of over 650 volunteers throughout our territory.

Staff Accountant handles a variety of accounting duties. We seek an individual who has strong computer and accounting skills. This non-exempt position reports to the Chief Operating Officer. The ideal candidate demonstrates attention to detail and quality, achieves low error rate in daily work and is accustomed to completing work according to procedures and standards while meeting deadlines.

**PRIMARY RESPONSIBILITIES**

- Imports daily receipt batches and periodic in-kind batches posted via The Raiser's Edge
- Processes all accounts payable and related disbursements
- Compiles and imports staff credit card charges
- Research and resolve issues with wish assist invoicing
- Prepare recurring monthly journal entries
- Filing of all accounting documentation
- Month and year end close support
- Request, activate, and distribute Wish Cards (prepaid credit cards) for wish expenses
- Prepare bank deposits as needed for cash and checks
- Provide requested GL reports to staff as needed
- Assist with preparation of internal and external audit requests
- Other duties as assigned

**EXPERIENCE & SKILLS:**

- 2+ years related work experience including billings & collections, AR, AP, general ledger and data entry
- AA or equivalent
- Understanding of accrual and cash accounting methods
- Excellent computer skills including Microsoft Word and Excel
- Experience with The Financial Edge preferred; experience with The Raiser's Edge a plus
- Excellent communication skills, both written and interpersonal
- Must be extremely well organized, work well under pressure and meet deadlines
- Must be customer-service oriented & a team-player assisting with all projects as required
- Rare evening and week-end work necessary
- Valid CA Driver's License and access to personal car for rare travel within the Bay Area
- Ability to lift 40 lbs
- Ideal candidate enjoys highly administrative and computer focused work, is well organized, has a high level of accuracy and attention to detail and has ability to meet deadlines

**TO APPLY:**

Send a letter of interest and a resume to:  
Staff Accountant Search

**Apply by email only:** [jobs@SF.Wish.org](mailto:jobs@SF.Wish.org); no phone calls please

Office location:  
1333 Broadway, Suite 200  
Oakland, CA 94612

*Position is open until filled; EOE*