



## JOB OPPORTUNITY ANNOUNCEMENT

The Oakland Private Industry Council (PIC) is accepting applications for:

Title: <b>Accounting Manager</b>	Job Number: <b>AM01E10</b>
Grade: <b>9 Exempt</b>	Number of Positions: <b>One (1)</b>
Type of Appointment: <b>Regular</b>	Department: <b>Fiscal</b>
	Schedule: 8:30 a.m. to 5:00 p.m. Monday - Friday
	Opening Date: <b>June 30, 2010</b>
	Closing Date: <b>July 16 or until filled</b>
	Type of Recruitment: <b>Open</b>

### INFORMATION TO APPLICANTS

**HOW TO APPLY:** Applicants mail, e-mail or fax resume with cover letter as follows:

EASTBAY Works/Oakland PIC  
ATTN: Human Resources - AM  
1212 Broadway, Suite 300  
Oakland, CA 94612

or E-mail: [picjobs@oaklandpic.org](mailto:picjobs@oaklandpic.org)

or FAX to: M. Watts  
(510) 839-3766

Responsibility for the timely submission of resume rests with the applicant. To be considered the resume must be received no later than the closing date of the announcement.

This announcement may be used to fill the same or similar positions, temporary or permanent which become available within 180 days of the closing date. Applicants selected for temporary positions may be converted to a permanent position without further competition.

ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR THIS POSITION WITHOUT REGARD TO RACE, AGE, RELIGION, COLOR, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, OR PHYSICAL HANDICAP.

**The Oakland Private Industry Council is an equal opportunity employer and program operator. Auxiliary aids are available upon request to individuals with disabilities. For TDD services please call: 1-800-735-2922.**

**El Oakland Private Industry Council, Inc., ofrece igualdad de oportunidades como empleador y operador de programas. Asistencia y servicios auxiliares para personas discapacitadas seran disponibles cuando se requieran. Para servicio TDD (para personas sordo-mudas) por favor llame al 1-800-735-2922.**

**Job No.: AM01E10**

**SUPERVISORY CONTROLS**

Under the direction of the Director of Fiscal Services, the Accounting Manager is responsible for maintaining all aspects of the accounting system, from posting through financial statements, and supervises an accounting staff of two.

**BRIEF DESCRIPTION OF DUTIES**

- Supervises accounting staff activities;
- Maintains accounting system and records;
- Prepares periodic financial reports for PIC and other related parties;
- Prepares monthly reconciliations of PIC bank accounts;
- Monitors cash balances and cash flow;
- Assists auditors and resolves findings;
- Represents PIC to vendors, contractors and grantors on accounting matters;
- Ensures compliance with state and federal fiscal regulations;
- Maintains fixed asset records;
- Perform related duties, as requested.

**MINIMUM QUALIFICATION REQUIREMENTS**

- Bachelor's Degree in Accounting or a related field from a four year college or university
- Three years of hands on accounting experience, including at least one year of auditing experience; nonprofit accounting experience a plus.

**REQUIRED SKILLS, KNOWLEDGE & ABILITIES**

- Knowledge of federal/state grants program accounting
- Proficiency in the use of current Windows applications including MS Excel, Word and the Internet.
- Ability to organize/set priorities/pay close attention to detail/work independently.
- Ability to work under pressure and meet deadlines.
- Ability to supervise and evaluate accounting staff.
- Ability to maintain the daily operations of the accounting system.
- Ability to review and interpret contractual arrangements.
- Ability to work with persons of diverse backgrounds.
- Ability to communicate financial information to co-workers, contractors, PIC board members, etc.
- Ability to work with minimal supervision.

**SPECIAL REQUIREMENTS**

- Must be able to represent the PIC at some evening and weekend meetings or events.

## **IMPORTANT EMPLOYMENT INFORMATION**

### ***About Oakland PIC***

The Oakland PIC is a non-profit organization. The mission of the Oakland PIC is to provide accessible, high quality employment and training services to the Oakland community. Through direct services and contracts with community-based agencies, Oakland PIC provides area residents with job search assistance, resources, and information/referral, as well as job skills training in classroom and on-the-job settings. PIC also partners with the local business community, connecting its large diverse pool of job seekers with hiring employers. PIC programs are free of charge to both job seekers and employers. Oakland PIC career and business services are funded by the Oakland Workforce Investment Board.

### ***Equal Employment Opportunity***

The Oakland PIC is an equal opportunity employer. Applicants shall not be discriminated against because of race, color, gender, national origin, religion, creed, age, marital status, sexual orientation, family care status, medical condition as defined by California law, ancestry, physical or mental disability, or status as a veteran.

### ***Employee Benefits***

The Oakland PIC offers a range of benefits to its employees, including paid leave, holidays, a 403(b) retirement plan, and medical, dental, life, and long term disability insurance. Additional benefits may be available depending on employment category. The extent and availability of benefits are subject to change without notice.

### ***Organizational Values***

The Oakland PIC values teamwork and expects that each employee will demonstrate our high standards by their own behavior and actively guide the organization by adhering to our organizational values.

### ***Job Opportunity Announcement***

Applicants must be guided solely by the provisions of this announcement, including requirements, time periods, and other particulars. Required qualifications must be maintained throughout the employment period.

### ***Appointment***

All persons entering Oakland PIC employment are required to present their Social Security Card and complete US Department of Justice Form I-9, Employment Eligibility Verification.