

INDEPENDENT ACCOUNTANT CONTRACTOR ANNOUNCEMENT

The American Federation of Teachers, Local 2121, (AFT 2121), is seeking an independent contractor to provide accounting services.

AFT 2121 is the faculty union at City College of San Francisco. We represent full- and part-time counselors, librarians, and instructors. Through 35 years of collective bargaining, our contract has emerged as a nationally recognized model for:

- Equity and respect for part-time faculty, including prorata pay, health benefits, and reemployment rights.
- The protection and growth of the college's full-time faculty core, creating full-time faculty through consolidation of positions.
- Improved funding and equity for noncredit programs and noncredit faculty.

These changes created a more stable faculty, greater access for students, and the ability for faculty to contribute more to the College. These gains have made us a better workplace and stronger college overall—and a better place for learning and teaching to take place.

We currently have a staff of 3, and an annual budget of about \$1.2M.

ACCOUNTANT CONTRACTOR JOB SUMMARY

AFT 2121 is looking for an organized and driven Accountant to join our team working closely with our Executive Director and Board Treasurer. Reporting to the Executive Director, the Accountant will handle our monthly and annual bookkeeping and accounting.

We are looking for an individual to revitalize our record keeping and bring more organization to our day to day financials.

ACCOUNTANT RESPONSIBILITIES AND DUTIES

Specific responsibilities include:

- perform monthly and annual bookkeeping and accounting, including bank and credit card accounts reconciliations, and general journal entries for revenue, expense, payroll, Per Capita, staff funding, fund balance, depreciation and accruals
- prepare monthly and annual financial reports using QuickBooks
- communicate financial status to Executive Director and Treasurer
- assist in the preparation and analysis of annual budget and monthly budget vs. actual reporting
- assist in the coordination and completion of annual audits
- prepare and file IRS 990 CA 199 annual tax returns.

ACCOUNTANT QUALIFICATIONS AND SKILLS

An ideal contractor will possess the following skills/capabilities:

- Bachelor's degree in accounting or finance (preferred)
- 5+ years of experience in management/nonprofit accounting
- Expert knowledge of QuickBooks and MS Excel
- Extensive knowledge of GAAP
- Computer skills in MS Office
- Solid technical accounting skills
- Strong analytical and critical thinking capabilities
- Strong interpersonal skills
- Excellent oral and written communication skills
- A strong work ethic, including the following qualities: organized, flexible, reliable, goal-oriented, and dependable

PROPOSAL SUBMISSION:

This contract position will remain open until filled. Please submit a proposal with your qualifications, resume and three references, and a cost summary for set up (revise chart of accounts), ongoing monthly and annual expenses.

Please email your proposal with a cover letter to:

Alayna Fredricks, Executive Director
AFT Local 2121
311 Miramar Avenue
San Francisco, CA