



EAST OAKLAND YOUTH DEVELOPMENT CENTER

FINANCE & OPERATIONS ANALYST

Reports To: Finance Manager

SUMMARY

Under the direction of the Finance Manager, supports organization's fiscal, accounting, and operating systems and procedures, to include accounts payable, accounts receivable, payroll, benefits administration, and personnel policy. Independently and accurately processes accounting information in accordance with both professional standards and agency policies. Communicates technical and procedural recommendations to enhance operating model and procedures.

DUTIES

Including but not limited, to:

Payables and Receivables

- Process all invoices for payment through the Accounts Payable and Receivable system
- Review invoices for accuracy, approval, and correct coding
- Ensure that all agency bills are paid in a timely manner
- Prepare printed checks for approval, signature, and disbursement

Payroll, Benefits Administration, and Personnel Policy

- Review payroll entries and notify supervisor of irregularities and/or updates
- Ensure timely payment of payroll related expenses on a semi-monthly basis and manage payroll documentation files
- Manage PTO accrual and deductions according to agency policy and legal requirements
- Manage employee benefit accounts, including enrollment and termination
- Support maintenance and enforcement of personnel related policy and procedures, in compliance with local, state, and federal mandates/guidelines

Reconciliation

- Reconcile accounts to bank statements on a monthly basis
- Maintain general ledger to provide financial statements in a timely manner

Operations

- Review, update, and develop standard operating procedures, templates, and reference guides
- Provide recommendations to streamline operational processes ensuring efficiency, compliance, and high quality of internal service delivery

Additional duties as requested by Finance Manager and the Executive Team.



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QUALIFICATIONS

Education and experience equivalent to:

BA degree with a major in accounting or finance and 2 years professional experience in accounting which has included non-profit experience and responsibility for accounts payable, accounts receivable, general ledger, and operations. Experience with QuickBooks required; Experience in MIP Funding Accounting a plus.

SALARY

Position is Full-time, \$42-47K, DOE + excellent benefits including health, dental and retirement.

Company Description

The East Oakland Youth Development Center (EOYDC) develops the social and leadership capacities of youth and young adults (ages 5 – 24) so that they are prepared for employment, higher education, and leadership opportunities. Celebrating 40 years of ground-breaking programming and successful alumni, EOYDC is nationally recognized, aligned to building healthy community outcomes, and poised to lead in bold new ways. Following completion of a strategic review, EOYDC launched an \$11.5 million Capital Campaign to renovate its building and expand its campus. EOYDC's \$2.76 million annual budget supports a team of visionary leaders who empower participants to lead exemplary lives and positively contribute to society.

EOYDC is a trauma-informed organization. Trauma-informed care is a systemic approach to service delivery that involves understanding, recognizing, and responding to the effects of trauma. At EOYDC we recognize the widespread impact of trauma in our community, and strive to implement practices, policies, settings, and procedures that:

1. Recognizes the widespread impact of trauma and reflects potential paths for recovery.
2. Recognizes the signs and symptoms of trauma in participants, families, staff, and others.
3. Resists re-traumatization of participants & staff.
4. Leads with compassion, support, and understanding.
5. Focuses on developing coping strategies and correcting behavior vs. being punitive.

Our future is bright and we want to add people of strong character, excellent work experience, compassion and hard/smart work ethic to our team to help guide us through this period of exciting growth!

To apply, email resume, cover letter, and list of social media accounts with number of followers to juhandryn@eoydc.org with subject line "Finance & Operations Analyst" Application"

EOYDC provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, EOYDC complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.