



Conejo Valley Senior Concerns, Inc. is a voluntary health and welfare nonprofit organization dedicated to serving the senior community and their family caregivers by providing programs and services which support and improve their quality of life.

JOB DESCRIPTION

Accounting & Human Resource Manager

Department: Finance & Administration

Reports To: Director of Finance & Administration

FLSA Status: Exempt – Full-Time (40 hours per week)

Salary: We expect to pay \$78,000

Position Summary

The Accounting & Human Resource Manager provides leadership and operational oversight for the organization's accounting, payroll, and human resource functions. This position ensures financial integrity, regulatory compliance, and adherence to California employment law while supporting organizational leadership and program operations. The role requires strong analytical skills, attention to detail, sound judgment, and the ability to manage multiple priorities in a nonprofit environment.

Essential Duties and Responsibilities

The following reflects the essential functions of this position. Other duties may be assigned.

I. Accounting Responsibilities

- Oversee all accounts receivable and accounts payable functions, ensuring accuracy, proper allocation, and timely processing.
- Review deposit logs and online banking activity; ensure proper fund classification and campaign coding.
- Process and reconcile credit card transactions; monitor for irregularities and potential fraud.
- Prepare and oversee monthly and quarterly billing for government contracts, grants, and city programs, maintaining audit-ready documentation.
- Oversee program billing (MOW, ADC, UCLA, CCRC), monitor accounts receivable aging, and ensure timely collections.
- Support month-end and year-end close processes, including journal entries and reconciliations.
- Prepare financial packet for Finance Committee, Board of Directors, and Executive leadership meetings.

- Coordinate annual audit preparation and required regulatory filings, including 1099 processing and business tax renewals.

II. Payroll Responsibilities

- Administer bi-weekly payroll, including timesheet review, payroll data submission, funding transfers, and compliance verification.
- Ensure compliance with federal and California wage and hour laws.
- Reconcile payroll transactions and record appropriate journal entries in QuickBooks.
- Coordinate and process 403(b) employee deferrals and employer contributions timely and accurately.
- Maintain payroll records in accordance with legal retention requirements.

III. Human Resources Responsibilities

- Manage full-cycle employee onboarding and offboarding, including employment documentation, benefits enrollment, and compliance verification.
- Maintain accurate, confidential, and legally compliant personnel files in accordance with California employment law.
- Administer employee benefits programs and serve as liaison with brokers, carriers, and third-party administrators.
- Monitor PTO, sick leave, and statutory leave balances to ensure compliance with state and federal regulations.
- Coordinate workers' compensation and unemployment claims, serving as organizational representative with agencies and carriers.
- Maintain and update the Employee Handbook and HR policies to reflect current labor laws and best practices.
- Ensure compliance with required federal and California labor law postings and employment documentation requirements.
- Serve as advisor to leadership regarding employee relations, performance management, policy interpretation, and HR best practices.

IV. Special Event Financial Oversight

- Serve with Accounting Associate as financial lead for organizational events.
- Oversee event-related revenue and expense tracking and reconciliation.
- Prepare and present post-event financial summaries and P&L reports to leadership and Finance Committee.

Supervisory Responsibilities

This position currently has one supervised staff and may provide functional oversight and coordination as assigned.

Core Competencies

- High level of integrity and confidentiality.
- Strong analytical and problem-solving skills.
- Effective communication and collaboration skills.
- Ability to manage multiple deadlines with accuracy.
- Adaptability in a dynamic nonprofit environment.

Qualifications

Bachelor's degree in Accounting, Finance, Business Administration, Human Resources, or related field preferred. Minimum 5–8 years of progressively responsible experience in accounting and/or human resources, preferably within a nonprofit organization. Demonstrated knowledge of California employment law required. Proficiency in QuickBooks, Microsoft Excel, Word, Outlook, and payroll systems required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands, handle, or feel and talk or hear and sit for long periods of time. The employee is frequently required to reach with hands and arms and taste and smell. The employee is required to walk, and occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds and must pass a 50-pound lift requirement. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those that an employee encounters while performing their essential duties and functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

All employees, regardless of position, serve as role models for children, adolescents, adults, families, and the community who are provided with services by Senior Concerns. Therefore, each employee must at all times be emotionally stable and able to function effectively with Senior Concerns' culturally diverse employees as well as the community. The staff must be able to demonstrate appropriate daily behavior, appropriate expression of emotions, as well as appropriate role modeling. Hostility, aggression and unnecessary or inappropriate physical actions and any form of harassment (see Personnel Handbook) as well as inappropriate emotional expressions will not be accepted.

How to Apply:

Send a Resume and a Cover Letter outlining relevant experience and skills to:

lclements@seniorconcerns.org