



## Contract Accountant/Bookkeeper

MOVE Santa Barbara County's mission is to empower, educate and advocate for people who walk, bike and take public transit to create healthy, sustainable, and equitable communities. We are a medium-sized non-profit working throughout Santa Barbara County. We oversee events, teach pedestrian and bicycle education, encourage active transportation, and advocate for safer streets. We operate three community bicycle shops in Santa Barbara and Santa Maria named Bici Centro.

### Job Summary

The Contract Accountant/Bookkeeper provides financial accounting and reporting services for the organization and reports directly to MOVE's Executive Director. The position also interacts with our board of directors, Finance Committee, and board Treasurer.

### Location/Hours

This is a part-time contractor position (estimated 10 hours a week) with a hybrid blend of mostly remote work, but some in-person work in our office in Santa Barbara, CA.

### Responsibilities

- **Accounting Management**
  - Maintain account books, ledgers, profit/loss balance sheet and cash flow statement
  - Create and send invoices and process receivables
  - Generate checks for accounts payable
  - File bank account expense and deposit transactions
  - Support MOVE staff across multiple programs
- **Financial Reporting**
  - Support annual budget creation and quarterly financial review with board Finance Committee
  - Generate and distribute monthly/quarterly/annual reports (including Budget vs. Actuals)
- **Grant Support**
  - Support the development of budgets for grant proposals
  - Prepare financial information (as required) for grant applications
  - Develop and send grant-specific invoices with (staff written) progress reports
- **Government Compliance & Tax Management**
  - Oversee Registry of Charitable Trusts Renewals
  - Submit System for Awards Management (SAM) registration renewals
  - Manage CA Employment Development Department account updates
  - Submit business license/tax certificate renewals and payments
  - Prepare and distribute IRS 1099 forms
  - Manage Tax payments

### Required Skills/Experience/Certification

- Prior accounting/bookkeeping experience in the nonprofit sector (5+ years)
- CPA license (preferred)
- Intermediate- to expert-level experience with QuickBooks Online (3+ years)
- Tax management and reporting experience (3+ years)
- Experience with payroll software (ADP preferred)
- Point Of Sale (POS) system interface experience (Lightspeed preferred)
- Ability to maintain accurate and timely records
- Ability to produce detailed financial reporting
- Experience using word processing, spreadsheet, and file storage programs (Microsoft 365, SharePoint and Google Workspace preferred)
- Good interpersonal skills

To apply, please submit cover letter and service contract proposal containing relevant qualifications, professional experience, client references and compensation preferences to [Admin@MoveSBCounty.org](mailto:Admin@MoveSBCounty.org). (Position open until filled.)