

**Santa Barbara Rape Crisis Center  
Centro Contra La Violacion Sexual  
Accounting Oversight**

**Status:** Contractor- 2 contracts

**Fees:** DOE

**Supervisor:** Executive Director

**Contract 1**

Duties

- Provide office manager with appropriate training and guidance to keep accurate financial records including, but not limited to:
  - Follow financial procedures & policies
  - Cash receipts, a/r, a/p
  - Billing of funders and government entities for services
  - Record of employee benefit accruals
  - Reconcile all bank accounts.
  - Prepare & process necessary tax forms for contract employees and vendors
  - Make appropriate journal entries
  - Prepare financial statements
- Review the general ledger to determine that all entries have been made properly.
- Review supporting spreadsheets to determine that they properly support and tie to the numbers in Quickbooks
- Conduct oversight of SBRCC's financial systems to determine that they are following generally accepted accounting principles
- Communicate with the Executive Director about office manager's progress and any areas of concern related to SBRCC's financial systems

**Contract 2**

Duties

- Develop a yearly audit plan with the Executive Director
- Prepare the schedules and information necessary to submit to the auditor in preparation for the annual audit and the tax returns
- Be available as necessary to interface with the auditor