



Job Opening:

ACCOUNTANT

Job Title: Accountant
Reports to: Director of Finance
Location: Central Los Angeles
FLSA Status: Full Time, Hourly, Year-Round, \$22-25/hr DOE

SUMMARY: Reporting to the Director of Finance, the Accountant is responsible for managing the financial operations of the organization including maintaining accounting systems, policies and procedures, and delivering accurate and timely financial information to constituents.

ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES: The essential job activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manage all aspects of day to day bookkeeping and accounting processes using QuickBooks accounting software.
- Maintain accrual basis accounting in accordance to GAAP.
- Manage accounts receivable, accounts payable, and invoicing.
- Prepare Journal Entries for prepaid expenses and month-end closing entries.
- Track donor-restricted gifts and prepare grant-specific financial reports.
- Execute semimonthly payroll using 3rd party payroll service provider.
- Manage time tracking process for employees with hours billable to grants and extract data to make appropriate payroll entries for financial and grant reporting.
- Assist in all treasury management functions including making deposits, reconciling credit cards, and reconciling bank accounts.
- Assist in annual budget process and preparation of year-end audit.
- Organize and present financial information to the Director of Operations as requested.
- Perform non-routine tasks requiring strong judgment and initiative.
- Participate in team meetings and events, staff meetings, occasional Board meetings, and other Bresee, collaborative partner or community meetings as requested.

EDUCATION/EXPERIENCE/QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Must hold Bachelor's degree from an accredited college or university.
- Must have at least 3 years accounting experience, preferably with nonprofit accounting.
- Must have strong technical accounting skills and analytical capabilities.
- Must possess strong understanding of US GAAP and financial reporting systems.

- Demonstrate computer mastery with Microsoft Office tools including Word, Excel, PowerPoint; Google applications and email applications; and database systems.
- Must be comfortable working in multi-cultural, urban environment.
- Must have excellent English verbal and written communication skills.
- Must have outstanding teamwork, interpersonal relationship, and active listening skills.
- Must have good organizational and time management skills.
- Able to set priorities and organize daily workload to meet deadlines, program goals, and requirements.
- Be highly organized, with attention to detail and accuracy.
- Able to efficiently process multiple projects at a time without sacrificing the quality of work.
- Demonstrate flexibility when new assignments or changes are introduced.
- Able to work independently but also function effectively as part of a team.
- Able to follow directions and work well with others.
- Be self-motivated, reliable, and function as an active team player.
- Be a collaborative problem solver.
- Able to take initiative with minimal supervision.
- Able to exercise good judgment, discretion, and confidentiality.
- Able to clearly articulate Bresee's message and program-specific information.
- Must support Bresee's procedures and policies.
- Must submit to and successfully pass a criminal history background check.
- Must understand and support Foundation's *Vision, Mission, and Values Statement*.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, lift and carry objects, and drive. Job requires frequent verbal and written communication. Computer, telephone, copier, and fax use are required.

WORKING LOCATION: Location is based on a percentage of where work time is spent.

In office 95%, out of office 5%. Indoors 95%, outdoors 5%.

HOURS AND BENEFITS: Full-time position, occasional weekend and evening hours will be necessary. Benefits include medical and dental plans; vacation, holiday, and sick pay; and 401k type pension plan.

TO APPLY: Submit cover letter and resume to jobs@bresee.org by February 23, 2018 with the Subject Line: Accountant.