



**Position:** Senior Accountant  
**Department:** Finance  
**Reports to:** Accounting Supervisor  
**Salary:** \$28.95 per hour  
**Status:** 100%, Full-Time, Non-Exempt, Regular, Confidential  
**Probation:** 90 Days  
**Benefits:** Medical, Dental, Vision, Life Insurance, Long Term Disability, Employee Assistance Program and a 403b Retirement Plan

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**JOB SUMMARY:** The Senior Accountant works closely with the Accounting Supervisor/Assistant Controller/Controller and is responsible for a wide variety of financial and accounting projects and tasks, including general ledger journal entries and analysis, monthly account and bank reconciliation, process evaluation and improvement, system upgrades/implementations (if applicable) and various ad hoc projects.

**ESSENTIAL FUNCTIONS:**

- 1) Manage account reconciliations for balance sheet accounts (assets and liabilities) and statement of activities and changes in net assets accounts (revenues and expenses); Work with other departments in resolving reconciliation items;
- 2) Perform bank reconciliations and prepare adjusting entries on a monthly basis;
- 3) Run trial balance reports and prepare monthly journal entries for AIDS/LifeCycle (ALC) and revenue, expenses and shared costs, research receivable, volunteer utilization, and deferred revenues;
- 4) Prepare and submit monthly ALC invoice to the San Francisco AIDS Foundation;
- 5) Manage and prepare entries related to inventory and fixed assets, including monthly depreciation, acquisitions, dispositions, and transfers from construction in progress to fixed assets;
- 6) Maintain the accounting records for Senior Services at Gay & Lesbian Elder Housing;
- 7) Analyze and record Research, Pharmacy, Clinic, Health and Mental Health revenues and expenses;
- 8) Contribute significantly to revisions to Finance's policies and procedures to improve processes and systems to achieve a timely and accurate monthly close, sound financial controls and superior management information;
- 9) Work with the Los Angeles LGBT Center's independent and external funding agencies' auditors, as needed;
- 10) Take a lead role in the preparation of schedules for the year-end financial statements audit and be able to explain reconciliations to the auditors;
- 11) Undertake special projects/analysis, as requested by the Assistant Controller/Controller/CFO;
- 12) Other duties as assigned;

**JOB QUALIFICATIONS AND EXPERIENCE:**

- 1) Minimum of three years of progressive work experience in accounting and financial analysis or equivalent education in Finance or Accounting; Willing to complete a general accounting assessment;
- 2) Demonstrated ability to multi-task and meet deadlines in a fast-paced environment;
- 3) Strong knowledge of Generally Accepted Accounting Principles (GAAP) and financial analysis ratios and tools;
- 4) A self-starter, willing to work evenings and weekends when necessary;
- 5) Proven inclination to implement successful solutions and uphold superior internal and external customer service;
- 6) Strong verbal and written communication skills, including strong interpersonal and organizational skills;
- 7) Strong computer skills and knowledge including automated accounting systems, word processing, spreadsheets, databases and other software systems; MS Office Suite and Microsoft Dynamics Great Plains (GP) experience preferred;
- 8) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment;
- 9) A passion for the Center's work and its mission to make the world a better place for LGBT people.

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

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E-mail resume and cover letter as a word attachment to [jobs@lalgbtcenter.org](mailto:jobs@lalgbtcenter.org)

website: [www.lalgbtcenter.org](http://www.lalgbtcenter.org)

Or submit application/resume to: Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028