



Position: Staff Accountant II
Department: Finance
Reports to: Accounting Supervisor
Salary: \$26.44 per hour
Status: 100%, Full-Time, Regular; Non-Exempt; Confidential
Probation: 180 Days
Benefits: Medical, Dental, Vision, Life Insurance, Long Term Disability, Employee Assistance Program and a 403b Retirement Plan

JOB SUMMARY:

The Staff Accountant II works closely with Accounting Supervisors and Accounting Manager, is responsible for assisting in 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) Prepare 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 reconciling items;
- 2) Perform bank reconciliations and prepare adjusting entries monthly;
- 3) Perform Form 941 Employer's Quarterly Federal Tax Return reconciliations;
- 4) Prepare entries for research receivable, volunteer utilization, manual paychecks, flex spending activity and deferred revenues monthly;
- 5) Run trial balance reports and prepare entries and monthly invoice related to joint fundraising event with partner foundation;
- 6) Prepare entries related to inventory and fixed assets, including monthly depreciation, acquisitions, dispositions, and transfers from construction in progress to fixed assets;
- 7) Assist in maintaining the accounting records for a nonprofit entity under a service agreement;
- 8) Contribute 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) Assist Management in working with the Center's independent and external funding agencies' auditors, as needed;
- 10) Assist in the preparation of schedules for the year-end financial statements audit;
- 11) Assist with special projects/analysis, as requested by Management.

JOB QUALIFICATIONS AND EXPERIENCE:

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

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org

website: www.lalgbtcenter.org

Or submit cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

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.