



211 LA COUNTY

INFORMATION AND REFERRAL FEDERATION OF LOS ANGELES COUNTY
Serving Los Angeles County since 1981

Make a Difference in Your Community! Since 1981, 211 LA County has been a leader in the Information and Referral industry by providing access to comprehensive social services and disaster support for Los Angeles County residents, 24 hours a day, 7 days per week to over 28,000 health and human service programs.

POSITION:	SENIOR STAFF ACCOUNTANT	REPORTS TO:	CONTROLLER
STATUS:	FULL TIME, EXEMPT	DEPARTMENT:	ACCOUNTING
TO APPLY:	VISIT LINK TO APPLY:	DATE:	SEPTEMBER 19, 2018
	https://211la.bamboohr.com/jobs/view.php?id=17	DEADLINE:	UNTIL FILLED

POSITION SUMMARY

Responsible for assisting Controller in all areas relating to the daily operations of accounting processes, procedures and controls to ensure grants & contracts are timely and accurately tracked and billed, Agency assets are safeguarded, reliable and timely financial statements are produced, and ensure general accounting, internal auditing, cash management and tax functions reflect the Agency's financial position and conform with generally accepted accounting principles.

POSITION ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

- Administers grants and contracts; develops and implements accounting code for tracking multiple funding sources; collects monthly data reports from different departments; prepares monthly invoices for multiple contract billing; attends regular meetings with program managers and supervisors.
- Provides support to Controller in administering general ledger, accounts payable, accounts receivable, cash management, banking and other sub ledgers of the accounting function; provides support to Controller in working closely with management to resolve issues and discrepancies on a timely basis for all reconciling items. Serves as backup to staff accountants and performs necessary duties in their absence.
- Performs accurate and timely month-end close, year-end close, and preparation of annual audits.
- Reviews and maintains corporate insurance policies including issuing and renewal of certificates.
- Assists Controller in maintaining cash flow and collections of Accounts Receivables.
- Maintains and administers electronic database for payroll and processing of paychecks; verifies reports and timely filing of payroll forms for state and federal agencies; responsible for all payroll related matters and acts as back-up to the Staff Accountants.
- Reviews monthly bank and A/R accounts reconciliations including benefits billing and reconciliation.
- Assists with administering enrollment, terminations, contributions and remittance to the 401(k) plan.
- Assists in developing, implementing and maintaining accounting systems, practices, procedures and controls which conform to generally accepted accounting principles (GAAP), nonprofit accounting practices, appropriate funding and government regulatory requirements that fulfill the financial objectives of the Agency.
- Assists in developing and implementing procedures which effectively use the resources available to obtain improved and timely financial information necessary for financial reports and management decisions.

- Assists the Controller in compiling and analyzing financial information; assists in preparing periodic financial statements and reports for management, the Board of Directors grantors and other funding sources.
- Prepares and files periodic government and state forms ensuring accuracy and completeness.
- Prepares and provides required financial data for auditors; assists Controller with independent and government auditors, managers and others seeking accounting information.
- Collaborates with the Controller to prepare annual budget for revenues and expenses for various grants, programs and contracts; analyzes expenditures and investigates and documents significant variances from budget and makes appropriate recommendations for improvements.
- Establishes systems for identifying fixed asset purchases with program funds and maintains inventory; calculates depreciation on an annual basis.
- Maintains accounting records and supporting documentation.
- Responds quickly to staff or client requests, requirements and needs with a positive service attitude; relates well and shows sensitivity to others by listening effectively to them; builds appropriate, constructive and effective rapport.
- Attends and actively participates in accounting staff meetings; brings agenda items; assumes leading role for staff accountants and provides areas of expertise to accounting team members; participates in discussions.
- Identifies and resolves financial discrepancies by using standard procedures and any unresolved financial discrepancies must be brought to the Controller for resolution.
- Participates as a member of the emergency response team as needed to respond to county emergency response in the event of an unforeseen emergency or disaster.
- Perform special assignments and other duties as assigned and in accordance with established Agency mission and values.

IDEAL CANDIDATE WILL HAVE:

- Grants and Contracts and non-profit experience is helpful.
- The ability to work independently, analyze business information and arrive at sound recommendations.
- Good organizational skills and the ability to handle multiple activities with changing priorities simultaneously.
- Effective oral, listening and written communications skills.
- Detail oriented individual with excellent level of accuracy and strong attention to detail.
- Ability to meet assigned deadlines in a high paced environment and ability to perform multi-tasks, prioritize and work efficiently. Teamwork is essential to this position.
- Follows through on department projects; supports other staff when necessary, and helps maintain positive morale within the department.
- Maintain professionalism and a positive service attitude.
- Ability to maintain confidentiality and understand and identify any information that the Agency considers sensitive and confidential, and refrain from sharing any personal details with fellow colleagues at work.
- Ability to work effectively with people of diverse cultures, ages, and economic backgrounds.
- Maintains excellent attendance and punctuality.
- Motivated individual with proven ability to consistently function as a successful team contributor.
- Ability to accept new challenges and changes as department grows.

PHYSICAL DEMANDS:

As a 211 LA County **Senior Staff Accountant** you will regularly be required to work at a desk, conference table and work at a computer for extended periods of time. You will be frequently required to walk and sit and occasionally required to stand. You will be regularly required to work in an indoor climate controlled environment with moderate noise levels. You will be occasionally required to lift and/or move

up to 10 pounds unassisted. You may be occasionally required to drive to locations to attend meetings. You will be frequently required to lift files and/or open filing cabinets.

REQUIRED EDUCATION AND/OR EXPERIENCE:

- 5 or more years of work experience in an Accounting field, preferably in a non-profit sector with grants and contracts and in payroll processing, preferably ADP.
- Bachelor Degree in Business Administration/Accounting. Accountant Job Description.
- Strong working knowledge of generally accepted accounting practices (GAAP).
- Demonstrated skill and experience in processing accounts payable, receivables, and general ledger maintenance.
- Experience in private business/foundation/government grants and contracts from a non-profit is a major plus.
- Working knowledge of fund accounting policies and procedures relative to maintaining accounting data in order to comply with government contracts.
- Personal computer skills with expertise in Microsoft Excel/Word, Access and accounting software, preferably ACCPAC.

COMPENSATION RANGE:

Ranges from \$55,000 to \$65,000; salary is commensurate with prior experience, education, and abilities.

EMPLOYEE BENEFITS:

- Full Medical, Dental, Vision and Chiropractic/Acupuncture Coverage.
- 401(k) Plan; with 4% Employer Contribution (After 1 Year of Employment).
- Employer Sponsored Basic Life Insurance.
- Voluntary Supplemental Life Insurance and Long Term Disability Insurance.
- Employee Assistance Program (EAP).
- Voluntary Pet Insurance (VPI).
- Voluntary Flexible Spending Account.

Veterans or Former Military Welcomed

211 LA County is an equal opportunity employer and complies with all applicable federal, state and local employment laws. 211 LA County strictly prohibits and does not tolerate discrimination because of race, color, religion, sex (including pregnancy), national origin, sexual orientation, gender identity or expression, age, disability, military status, or genetic information. This applies to all stages of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits and termination of employment.

211 LA County complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, and all applicable state or local law. Consistent with those requirements, 211 LA County will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. 211 LA County will also provide reasonable accommodations for an employee's sincerely held religious beliefs or practices, unless doing so will create an undue hardship. 211 LA County prohibits, any form of discipline, reprisal, intimidation or retaliation for good faith reports or complaints of incidents of discrimination of any kind, pursuing any discrimination claim or cooperating in related investigations.