

JOB POSTING

JOB TITLE: Junior Accountant (Qty: 1)

DIVISION/OFFICE: Fiscal Office

EMPLOYMENT TYPE: Full-Time

REPORTS TO: Director of Finance

LOCATION: 75 Park Avenue, Newark, New Jersey 07104

FLSA STATUS: Non-exempt

SOC CODE: 13-2011

COMPENSATION: \$29,000-\$32,000

BENEFITS: La Casa offers a generous benefits package, including paid holidays, Paid Time Off (PTO) if eligible, Paid Sick Leave (PSL), 401k with employer match upon eligibility, and health, dental and life insurance benefits if you meet the eligibility requirements.

POSITION SUMMARY:

- Responsible for the general accounting function including preparing journal entries, accounts payable and receivables, bank reconciliations and account analysis and reporting. Also assist the senior accountants in carrying out the responsibilities of the Fiscal Office.

RESPONSIBILITIES AND DUTIES:

- Administer accounts receivable and accounts payable.
- Analyze and monitor General Ledger Accounts.
- Update General Ledger schedules.
- Prepare account/bank reconciliations.
- Process journal entries.
- Assist in allocating budgets via procurement process.
- Ensure funding source compliance.
- Prepare analysis of accounts as requested.
- Prepare financial reports.
- Monitor program and development projects budgets.
- Prepare supporting documents for funding source reports.
- Responsible for preparing audit schedules.
- Assist with preparation and coordination of programmatic and organizational audit.
- Assist with implementing and maintaining internal financial controls and procedures.
- Responsible for community building and outreach efforts with the goal of increasing awareness in the community of La Casa's program and increase participant numbers.
- Administers and observes the organizations office operations, policies and procedures.
- Volunteerism is encouraged during La Casa's sponsored events.
- Other duties may be assigned to meet business needs.

EDUCATION, EXPERIENCE AND PHYSICAL DEMANDS:

- Bachelor's Degree in Accounting or related field or an Associate's Degree in Accounting.
- Two years of bookkeeping or accounting experience.
- General knowledge of accounting and finance principles and practices.
- Knowledge of financial reporting.
- Proficiency in relevant accounting software.
- Proficient in ABILA MIP Fund Accounting Software (formerly Sage) a plus.
- Proficient in Microsoft Outlook, Word, PowerPoint and Excel.
- Candidate must have the ability to multi task with multiple projects and be detail oriented.
- Demonstrated ability to meet goals, work under deadlines and adapt to change.
- Ability to work independently and collaboratively in a team environment.
- Excellent oral and written communication skills.
- Required to sit for long periods of time.*
- Professional business attire required.

**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.*

SCHEDULE:

- Monday – Friday, 9:00 am – 5:00 pm

TO APPLY:

- Please email your cover letter and resume to Julia Ochoa, Director of Finance to Fiscalrecruiting@lacasankw.org.
- Only candidates being considered for an interview will be contacted.
- **Open Date:** January 06, 2020.

La Casa de Don Pedro is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, disability, age, veteran status, or any other characteristic protected by law.

To learn more about our organization, please visit our website: www.lacasankw.org

