

# JOB ANNOUNCEMENT

## ACCOUNTANT (\$35,000 - \$40,000)

Working to make a difference since 1972, **La Casa de Don Pedro** has been building healthier communities, empowering tomorrow's citizens, educating vulnerable children, and ensuring families receive the support they need, no matter what they face.

### DESCRIPTION:

Are you interested in a **full-time, salary** position with a generous benefits package? If so, look no further!

We're currently searching for someone who **enjoys accounting work, is bookkeeping knowledgeable, able to multitask**, is passionate about serving the Newark community, and is able to work at our **75 Park Avenue** location.

Apply now so you can become part of our ever growing organization.

### KEY DUTIES:

- Administer accounts receivable and accounts payable; analyze and monitor General Ledger Accounts.
- Prepare account/bank reconciliations and process journal entries as well as financial reports and audit schedules.
- Responsible for the monthly closing.
- Ensure funding source compliance and prepare supporting documents for funding source reports.
- Provide budget technical assistance.
- General knowledge of accounting and finance principles and practices; knowledge of financial reporting.

*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, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability (physical or mental), family medical history or genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law.*

To learn more about our organization, please visit our website: [www.lacasanwk.org](http://www.lacasanwk.org)

### HOW TO APPLY:

Email your cover letter and resume to

[Fiscalrecruiting@lacasanwk.org](mailto:Fiscalrecruiting@lacasanwk.org)

*Only candidates being considered for an interview will be contacted*

### QUALIFICATIONS:

Bachelor's Degree in Accounting or related field

Two years of bookkeeping or accounting experience

Experience in the nonprofit sector a plus

Proficiency in ABILA MIP Fund Accounting Software a plus

### SCHEDULE:

Monday – Friday

9:00am – 5:00pm

*Schedule may vary accordingly to meet division's needs*