

# JOB ANNOUNCEMENT

LA CASA DE  
DON PEDRO

EMPOWER AND REVITALIZE

## 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, knowledgeable in bookkeeping**, 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.

### 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:

Must be fully COVID-19 vaccinated by first day of work

Bachelor's Degree in Accounting or related field

Experience in the nonprofit sector and Head Start a plus

Proficiency in ABILA MIP Fund Accounting Software a plus

### 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, finance principles, practices, and financial reporting.

### SCHEDULE:

Monday – Friday

9:00am – 5:00pm

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

*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)