



## POSITION ANNOUNCEMENT

### Staff Accountant 1

#### About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood Development (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Heating and Energy Assistance Program [LIHEAP], Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit [www.lacasanwk.org](http://www.lacasanwk.org) and be sure to follow @lacasanwk on all social media platforms.

#### Who we Seek

La Casa de Don Pedro seeks an experienced Staff Accountant 1 that supports the Director of Finance by assisting with the day-to-day administration and operations of the Fiscal Office. To be successful in this role, the Staff Accountant 1 should be knowledgeable not only in accounting, bookkeeping, and finances but also have experience in the nonprofit sector and Head Start program. The Staff Accountant 1 will serve as an integral member of the Fiscal Office and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

#### Duties and Responsibilities:

- 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.
- Responsible for the monthly closing.
- 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.
- Other duties may be assigned to meet business needs.

## **Educational & Experience Requirements**

- Bachelor's Degree in Accounting or related field or an Associate's Degree in Accounting with two years of bookkeeping or accounting experience.
- Experience in the Nonprofit sector and Head Start is a must.
- General knowledge of accounting, finance principles and practices, and financial reporting.
- Proficient in ABILA MIP Fund Accounting Software (formerly Sage) a plus.
- Proficient in Microsoft Outlook, Word, PowerPoint and Excel, Office 365.
- Must have the ability to multitask 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.
- Professional business attire required.

## **Physical Requirements**

- Required to sit for long periods of time\*

*\*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.*

## **Compensation, Schedule, and Other Information**

- **Employment type:** Full-Time
- **FLSA status:** Exempt
- **SOC code:** 13-2011
- **Reports to:** Director of Finance
- **Schedule:** Monday – Friday; 9:00am – 5:00pm
- **Compensation:** Salary range for this position is \$60,000 - \$70,000 and is commensurate with experience.
- **Fringe Benefits:** Health, vision, dental, life insurance and 401k retirement plan offered upon eligibility with 2% employer match.

## **COVID-19 Vaccination Requirements**

- La Casa de Don Pedro requires vaccination against COVID-19 for all employees. Reasonable Accommodation based on qualifying disability, medical necessity or sincerely held religious belief in accordance with applicable law will be considered upon request.

## **To Apply**

- Please send a resume along with a thoughtful cover letter via e-mail to [careers@lacasanwk.org](mailto:careers@lacasanwk.org) with “**Staff Accountant 1**” in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

*La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sexual orientation, gender identity and pregnancy), status as a parent, national origin, age, disability (physical or mental), protected genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law. We encourage candidates from historically underrepresented backgrounds to apply.*