



Position: JR. Accountant- Accounts Payable & Payroll

Reports to: Director of Finance and Operations

Bargaining Unit: Yes

FLSA: Non -Exempt

Status: Full Time

Position Summary

The Junior Accountant is responsible for contributing to the effective functioning of the Finance and newly formed Accounting department. In the area of Accounting, this role secures accurate and timely payments to vendors and employees, performs account reconciliations, process payroll and works on other projects as assigned.

The ideal candidate possesses at least 3 years of previous work experience in accounting following accounting principles, is passionate about accuracy, follows procedures and organizational policies, meets deadlines and works with a sense of urgency. The candidate will also be skilled at analyzing data, accuracy, and producing compelling reports. The candidate supports financial sustainability, acting as a supporting role to Centro's employees working on the frontlines to advance social justice. In this role, the candidate will identify and recommend simple effective solutions to existing processes, and will be an active participant in enabling change in the organization.

Responsibilities

Accounts Payable

- Review all invoices for proper documentation and validity of information and charges, securing proper approvals according to Centro's disbursement policy and guidelines.
- In partnership with the programs, ensure that invoices that are related to grants and contracts are logged under the proper grant.
- Code AP invoices according to the Centro's Chart of Accounts, and input them in Quickbooks, ensuring accurate and timely payments.
- Perform weekly check runs following Accounts Payable processing schedule.
- Reconcile vendor statements and maintain vendor relationships.
- Create and maintain vendor files in QB and for storage, and obtain W-9 for all new vendors. Prepare 1099's at year-end for all eligible vendors, contractors, and suppliers. File 1096.
- Initiate stop payments and request cancelled checks from bank, as needed.
- Maintain Concur (Expense report system) and ensure that employees are set up in QB.

Payroll

- Review and audit hours entry timesheets for 80 employees; check records for accuracy and secure appropriate approvals and backup documentation for all payroll related entries.

- Perform standard payroll processing functions to ensure timely processing and compliance to regulations and policies as required by law, Centro's policies, and collective bargaining agreement.
- Review payroll reports and payment register to ensure that all deductions and pay changes have been processed correctly.
- Prepare monthly report of Vacation, Sick and Comp-time balances.
- Process manual checks for payroll adjustments as necessary.
- Serve as primary resource and provide training related to payroll processing, web-time entry, online monthly leave reporting, and other payroll matters.

General Ledger

- Ensure optimal use of corporate funds and maximize cash flow by paying invoices and processing payroll according timely and coordinating cash flow needs with the Director of Finance.
- Prepare monthly Journal Entry for Vacation Accruals.
- Reconcile credit card accounts and verify payments.
- Prepare accruals for Accounts Payable at the end of each quarter.
- Assist with other GL tasks as needed.

Other

- Assist with all audit inquiries, copies, etc.
- Perform additional duties as may be assigned.

Qualifications

The applicant must profoundly share Centro Legal's mission and vision of racial, economic and social justice. Qualifications include:

- Minimum of three years of experience in Accounting, including financial reporting and billing and/or payable functions. Experience in payroll desirable
- Understanding of generally accepted Accounting principles
- Excellent communication skills, both verbal and written
- Ability to Interact effectively with a broad range of colleagues and stakeholders
- Self-starter and open minded, takes initiative to improve processes, actively seeking new ways of working
- Attention to detail and excellent time-management skills to deal with changing priorities
- Ability to work independently as well as within a team
- Demonstrate initiative, quantitative analytical, and problem-solving skills
- Able to prioritize tasks and meet deadlines in a fast-paced environment
- Demonstrates leadership skills and enthusiasm for learning
- Able to be entrusted with sensitive information

Other Skills Required

- Minimum AA degree or higher in Accounting or Business Administration

- Proficiency in MS Excel and Word, G-Suite
- Strong computer skills; proficient or advanced skills in Microsoft Suite, QuickBooks, familiarity with database applications (Salesforce) and Payroll systems, ADP, Paychex or other Time Management system

Compensation

Salary is competitive and commensurate with experience. We provide a generous benefits package, including life insurance, LTD, leave policies, vacation, and December holiday office closure at full pay.

To Apply

Review of applications will begin immediately and continue until the position is filled. Applicants are encouraged to apply as soon as possible. Submit via email only: 1) cover letter, 2) resume, and 3) a list of three professional references. Include “**JR. Accountant- Accounts Payable & Payroll**” in the subject line. Please email application materials directly to jobs@centrolegal.org.

POSITION OPEN UNTIL FILLED

About Centro Legal de la Raza

Founded in 1969 and headquartered in Oakland, California, Centro Legal de la Raza (Centro Legal) is a comprehensive legal services and advocacy organization protecting and advancing the rights of immigrant, low-income, and Latino communities through bilingual representation, education, and advocacy. We combine quality legal services with know-your-rights education, affirmative litigation, and youth development, ensuring access to justice for thousands of individuals and families each year throughout Northern and Central California.

For more information, visit our website: <https://centrolegal.org/>

Diversity Statement

Centro Legal’s mission includes advancing social, economic and racial justice. We are committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion within and ensuring a workplace where all staff can flourish and grow professionally and well beyond. Our staff are the most important part of our ability to achieve our mission. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation, sustainability and our organization’s success. Centro Legal is an equal employment opportunity employer and does not discriminate on the basis of race, color, religious creed, sex, pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, military or veteran status, marital status, family responsibilities, caregiver status, sexual orientation, gender identity (including transgender status), gender expression, weight, height, linguistic characteristics (such as accent and limited English proficiency where not substantially job-related), citizenship status, status as a victim of domestic violence, sexual assault, or stalking, HIV/AIDs status, or any other basis prohibited by law. Centro also prohibits discrimination based on a perception that an individual has any of the characteristics of the protected classes listed above, and further prohibits discrimination against an individual who is associated with a person who has, or is perceived to have, any of those characteristics.