

## JOB ANNOUNCEMENT



**Position:** Accounting Supervisor/ Senior Staff Accountant

**Reports to:** Director of Finance & Operations

**Bargaining Unit:** No

**FLSA:** Exempt

**Type:** Full Time

### Position Summary

Centro Legal seeks a highly motivated and driven Staff Accountant to join a collaborative team. This position will play a pivotal role in the accounting process by ensuring the accuracy and completeness of the organizations financial records, timely reporting and analysis of financial results, and ensuring that we meet internal controls. With an annual budget close to \$20 million and 100 employees, Centro Legal is a medium size nonprofit organization. The ideal candidate will have a solid understanding of U.S. GAAP and strong accounting and analytical skills that seek to improve existing processes as we scale our organization.

### Primary Responsibilities

- A strong commitment to timely and accurate financial recordkeeping.
- Provides oversight to accounts payable and accounts receivable functions ensuring the proper recording of source of funding and expenses per GAAP.
- Supports grant invoicing of cost reimbursements contracts across three programs
- Ensures that appropriate documentation is prepared and maintained to support grant reporting, and external audits.
- Responsible for closing the general Ledger including the preparation of Journal entries required for-end-of the month, including accruals and adjustments.
- Prepares monthly Accounting reporting periodic financial reports.

Responsible for maintaining staff allocations for three programs to multiple grants.

This position will partner closely with grant managers to ensure that grant expenses are properly allocated.

In partnership with the Accounting Manager will implement grant accounting in a new system including procedures that ensures that appropriate internal controls

### Qualifications

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

- Experience managing and mentoring staff
- At least 5+ years of broad accounting experience that includes accounts receivable and payable roles.

- Grant Accounting experience is a plus.
  - BS in Accounting
  - Working knowledge of QuickBooks, Microsoft Office and Sage Intacct is a plus
- Familiar with software integrations of payroll and expense reports programs to an accounting system.
- Strong working knowledge of fund accounting
- Familiar with government compliance standards
- Excellent interpersonal skills and ability to work respectfully with a diverse group of people.
  - Excellent written and oral communication skills.
  - Proven ability to prioritize tasks and manages multiple deadlines

### **Compensation & Benefits**

Salary is competitive and commensurate with experience ranging from \$87,000 to \$97,000. 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: 1) cover letter, 2) resume, and 3) a list of three professional references. Include **“Accounting Supervisor/Staff Accountant”** in the subject line. Please email application materials directly to [jobs@centrolegal.org](mailto: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.