

## **JOB ANNOUNCEMENT**

Position: Accounting Manager  
Reports to: Director of Finance & Operations  
Bargaining Unit: No  
FLSA: Exempt  
Type: Full Time



### **Position Summary**

Centro Legal seeks an Accounting Manager to join Centro's Accounting Team. The Accounting Manager leads the end of the month process including accounts' reconciliation and preparing financial reports utilizing Sage Intacct. The Accounting Manager will be responsible for supervising the Accounts Payable Specialist and Grants Accountant Supervisor. Invoicing accounts reconciliation, applying cash, assisting the Director of Finance on critical finance and accounting activities according to GAAP including compiling, analyzing, and reporting accounting data, annual audit and information requirement for tax filings.

### **Primary Responsibilities**

- A strong commitment to timely and accurate financial recordkeeping
- Supervise and develop a team of five individuals
- Oversee all accounts, ledgers, and financial reporting ensuring compliance with appropriate GAAP standards Ensuring
- Provides oversight to accounts payable, accounts receivable and general ledger functions.
- Maintain internal control and ensure appropriate documentation safeguards for receipts of revenue and actual expenditures.
- Manages the organization's annual audit process to ensure compliance with all FASBI, GAAP, and 990 rules for nonprofits.
- Assist the Director of Finance with the preparation of organization budgets, review and explain operational budget variances (actuals vs budget variances) making recommendations for adjustments.
- Maintains all organizational filing, permits, Business Property Statements, 501(c)(3) status, etc.
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.

### **Qualifications**

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

- Minimum of 3 years of progressively increasing leadership experience in accounting management, preferably within a non-profit organization.
- Strong working knowledge of GAAP, non-profit best practices, fund accounting preferably within a non-profit organization.
- Excellent interpersonal skills and ability to work respectfully with a diverse group of people.

- Proven ability to prioritize tasks, confidence to question existing processes and manage multiple deadlines.
- Experience coordinating audit activities and managing reporting, budget development and analysis.
- Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board or other outside partners
- Ability to translate complex financial concepts, synthesize data to individuals at all levels including finance and non-finance managers.
- Minimum of a BA in Accounting or related field.
- Strong mathematical skills to prepare budgets, forecasting and cash flow statements.
- Software experience in Sage Intacct or other ERP systems. Microsoft Office (Advanced excel skills).

### **Compensation**

This is a full time exempt position that is competitive and commensurate with experience ranging from \$87,595-\$98,050. This is a full time exempt position.

### **Benefits and Perks:**

We offer a competitive and comprehensive benefits package to include: medical, dental, vision, long-term disability and life insurance.

- Medical coverage ( Kaiser) will be provided at Centro Legal's expense covering 100%, and 50% for dependents, spouses, and partners. Our alternative health plans with United Health Care at an additional premium cost.
- Additional Benefits include: Health Care FSA, Dependent Care FSA, commuter benefits, pet insurance, and Employee Assistance Plan.
- PTO: Vacation: 0-1 year 16 days per year, 1-2 year 18 days per year, Over 2 years 23 days per year, (1) paid wellness days per month, 12 sick days per year.
- Office Closure: 12 holidays + Winter break is 8 work days, to include the period from December 24th through January 1st
- 4 Day Workweek Pilot through October. During the pilot Centro's operating hours are Monday - Thursday, 9am-5pm.

### **COVID 19 Policy**

Proof of completed Covid-19 vaccination to include both shots of a two-dose vaccination regimen, or one dose of a single-dose vaccine, will be required for all employees (except for reasonable accommodations due to medical and/or religious beliefs). All employees must provide HR with their vaccination QR Code by going to <https://myvaccinerecord.cdph.ca.gov/>.

### **To Apply**

Review of applications will begin immediately and continue until the position is filled. Applicants are encouraged to apply as soon as possible. To apply, send a brief cover letter, resume, and list of three professional references by email to [Jcarrion@centrolegal.org](mailto:Jcarrion@centrolegal.org) ATTN: Jane Carrion. Include **"Accounting Manager"** in the subject line.

## **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. Centro Legal's multifaceted approach to legal advocacy on behalf of the most vulnerable amongst us is purposefully designed to ensure access to justice. To this end, we pride ourselves in the three key components of our work: creating leadership, empowerment, and equity in our community. We focus on leadership by providing guidance and mentorship to the next generation of attorneys and judges of color through our Youth Law Academy and Diversity Legal Pipeline programs. We incubate community empowerment by advocating for positive change in local and state governments, creating meaningful dialogue on issues through our communications and media strategies, and by engaging in true, collaborative based, community lawyering. Finally, we ensure equity through high quality bilingual legal services and courtroom advocacy.

## **POSITION OPEN UNTIL FILLED**

### **Diversity Statement**

Centro Legal is an equal employment opportunity employer and shall not discriminate on the basis of race, color, religious creed, sex (including pregnancy), gender, national origin, ethnicity, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, service in the uniformed services 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, conviction/incarceration history (subject to any requirements, exceptions or limitations provided for in the Fair Chance Act or other applicable federal, state, and local law), political affiliation, Union activity, or any other basis prohibited by law. Centro Legal 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.