



JOB ANNOUNCEMENT

Position: Accounting Manager

Reports to: Director of Finance and Administration

Bargaining Unit: No

FLSA: Exempt

Type: Full Time

Position Summary

The Accounting Manager performs a variety of professional accounting functions analysis, reconciliations, reviews of multiple accounts and transactions, and management of pre- and post-award grant accounting and reporting. This position reports to the Director of Finance and Administration, and supervises the finance team responsible for invoicing government grants. The Accountant is part of a 5-person accounting team for a \$10mil organization based in the East Bay.

Primary Responsibilities

Grants Management

- Performs grant-related post-award accounting functions such as expense and revenue monitoring, accounts reconciliation, reimbursement requests, fiscal and financial reporting
- Manages and maintains grant accounting including a review of monthly program reports, and communicates with Program Directors and Grant Team on grant status
- Assists in creation of grant budgets as needed
- Performs other accounting and financial reporting for grants as needed
- Creating and maintaining grant module in Intacct including producing spend reports to the Director of Finance and Administration and Program Directors
- Review weekly payables in bill.com to ensure grant coding is applied, as appropriate
- Prepares the schedule of Expenditures of Federal Awards (SEFA) in conformance with state law and the Code of Federal Regulations (CFR), and serves as grants related liaison and works with the internal and external auditor

General Ledger Activities

- Reconcile general ledger accounts by researching, collaborating, and communicating with others inside and outside the organization
- Executes monthly payroll and payroll related entries
- Records monthly accruals, prepaids, depreciation journal entries
- Performs cash receipts management
- Records and reconciles other accounts and/or transactions as assigned
- Supports the annual audit and tax return work

General

- Develops and maintains positive relationships with internal staff, funding agencies, and collaborating organizations
- Provides ad hoc project support to the Senior Director of Finance and Administration, and back-up support for other accounting positions and functions as needed, such as for vacation breaks

Qualifications

First and foremost, the applicant must profoundly share Centro Legal's mission and vision of racial,

economic, and social justice. Qualifications include:

- A minimum of five years of related experience is required, non profit accounting preferred
- Knowledge of Generally Accepted Accounting Principles (GAAP), especially with regards to nonprofit revenue recognition
- Experience with Intacct, Concur and bill.com is desired
- Experience with the financial reporting and tracking side of federal, state, county and city grants is highly desired
- Highly functional with spreadsheets (Gsheet and Excel) and Gsuite
- Highly organized with excellent project management skills, including the ability to establish and monitor priorities, maintain flexibility, and meet deadlines in a fast-paced setting; able to handle multiple complex tasks with stringent time constraints
- Ability to work independently as well as in a team, with a track record of collaborating successfully with others
- Supervisory experience, preferably in a union setting, preferred
- Ability to work in a fast-paced environment, receptive to changes and challenges
- Comfortable in designing systems and adapting procedures and processes
- Demonstrated cultural competency and ability to communicate and interact effectively with people across cultures, ethnic groups, and identities
- Verbal and written fluency English is required, Spanish speaker highly desired

Compensation

This is an exempt full time position that is competitive and commensurate with experience ranging from \$90,643-\$100,048.

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 + 8 work days, to include the period from December 24th through January 1st
- 4 Day Workweek Pilot: during the pilot Centro's operating hours are Monday - Thursday, 9am-5pm.

Working Conditions

- Regularly sits at a desk or computer workstation
- Many hours on video conference calls when working remotely
- Working in a hybrid office environment

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 Manager**” 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. 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.

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.