



The Chicano Federation

TO CREATE AND PROMOTE EMPOWERING OPPORTUNITIES FOR OUR COMMUNITY

JOB DESCRIPTION

JOB TITLE: STAFF ACCOUNTANT

STATUS: FULL-TIME

HOURLY PAY: \$29.80 TO \$33.65 DOE

GENERAL FUNCTION:

Chicano Federation of San Diego County is looking for a detail oriented and computer competent Staff Accountant to join our accounting department. This hands-on position will be actively involved with all phases of our accounting processes. This includes financial reporting, transaction entry and review, account reconciliations, ad hoc reporting, financial analysis, budgeting, accounts payable, claim processing and grant monitoring.

ESSENTIAL FUNCTIONS:

- Prepare necessary entries to ensure accurate financial statements. Analyze financial results, compare to budget and provide comments and recommendations.
- Use multiple software applications in order to initiate transactions, extract and analyze data, file and process claims.
- Update, analyze, review and reconcile balance sheet accounts.
- Process and enter AP invoices and vendor payments.
- Assist with organization's annual audit and various program audits by supplying schedules, analysis and other requested information and documentation.
- Comply with GAAP and program spending requirements.
- Protect our organization's value by keeping information confidential.
- Update job knowledge by participating in educational opportunities, program webinars and conferences and learning about nonprofit accounting.
- Flexibility to change directions and assist with other projects that come up.

REQUIREMENTS:

- Bachelor's degree, in accounting or finance required.
- 2+ years of accounting experience and working knowledge of GAAP.
- Ability to read and analyze financial reports
- Excellent communication skills, both written and verbal.
- Proficiency in Microsoft Office, particularly with Excel.
- Good analytical skills, problem solving and time management skills.
- Highly organized and detail oriented.



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OPERATING RESPONSIBILITY:

Must interact with agency employees at all levels in a personal and professional manner. Excellent communication skills required to represent the organization in a professional manner. Requires interpersonal skills in meeting with program participants. Must be able to work well with diverse ethnic groups. Must be self-motivated and able to work independently. Maintain positive client, team, departmental, and agency relationships and environment.

CONTACTS:

Has contact with all levels of agency employees as well as external contacts partners, sponsors and other non-profit executives.

WORKING CONDITIONS:

Works in an office environment with professional business dress policy. Travel required to attend to network meetings and workshops. Must have a vehicle, current driver's license, and proper insurance. Must be available to work occasional evening and weekend hours.