



SENIOR ACCOUNTANT

CLASSIFICATION: Confidential/Non-Union	SALARY: \$75,000.00 - \$80,000.00 (DOE/DOQ)
DEPARTMENT: Finance & Accounting	FLSA STATUS: Exempt
REPORTS TO: Controller	APPLICATION DEADLINE: Until Filled

Under the direct supervision of the Controller and working closely with the CFO, the Senior Accountant performs assigned activities within the Finance & Accounting department. The successful candidate will provide consistent, accurate and efficient assistance on a variety of levels of complexity. The position requires the candidate to reside in the State of California.

ESSENTIAL DUTIES

- Perform financial and cost analysis for budget forecasting under the direction of the CFO;
- Research and document financial and personnel records to assist CFO in external audits;
- Provide financial and personnel data for preparation of grant budgets and applications;
- Collaborate with Controller and development department on event budgets, and provide CEO, CFO and Development Department with final closeout reporting;
- Prepare payments for disbursement of client trust payments;
- Process A/P bills and payments for review by Controller and signature by agency Officers;
- Reconcile bank accounts within first 7-days of the month to be reviewed by the Controller;
- Prepare and process bank deposits and report deposit details to Controller, CEO and CFO;
- Work with Controller to prepare required payroll expense reports by fund codes monthly;
- Coordinate with HR Generalist regarding various confidential benefits and payroll matters, including budgeting and forecasting for collective bargaining negotiations and proposals regarding same.

QUALIFICATIONS

- BS in Business or Accounting or equivalent;
- CMA or CPP certification desired but not required;
- Minimum of 5 years of verifiable financial analysis and accounting experience;
- Minimum of 3 years work experience in a nonprofit organization is highly preferred.
- Demonstrated patience, compassion, respect and commitment to serving low-income workers (required); and
- Demonstrated commitment to applying principles of diversity, equity, and inclusion in performance of job duties (required).

HOW TO APPLY

- Email letter of interest and resume to bettzedek.37.A35@applynow.io (Please, no phone calls.)

To best serve our communities Bet Tzedek Legal Services seeks a diverse staff with cultural competency reflecting our client populations. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups to apply.

