



A voice and a hub for the Latino community as we advocate on behalf of our people and work to achieve social justice.

Job Description

Position Title: Staff Accountant - AP

FLSA Status: Full-time; Exempt

Department: Fiscal Department

Reports to: Controller

Pay Range: \$52-\$55,000.00/year

MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

JOB SUMMARY:

Responsible for maintaining Account Payable and Financial Reporting systems on Abila. Assists the Controller as needed and will be responsible for assigned Accounting projects. Supervises Accounting Assistant (Work Study). This job description is not designed to contain a comprehensive listing of all regular activities, duties or responsibilities that may be required. Duties, responsibilities and activities may change at any time with or without notice. Requires a 6-month evaluation period.

ESSENTIAL QUALIFICATIONS:

- Bachelor Degree with an emphasis in Accounting/Finance.
- Strong technical GAAP accounting background
- Strong analytical and problem solving skills
- Minimum of 3-5 years of full cycle AP experiences in nonprofit/business settings
- Proficient in Excel, word processing, and accounting software.
- Must be self-motivated and be able to work independently.

ESSENTIAL FUNCTIONS:

- Responsible for full cycle account payable function including weekly checks run and credit card allocations and payments
- Participate in month-end, quarterly end and year-end closing including prepaid allocation/recon, AP aging analysis recon as well as other payable related accounts recon
- Perform expense variance analysis and coordinate with each department to identify/solve variances
- Manage year end 1099 tax reporting
- Supervise/review AP system to ensure accurate and timely payments
- Ensure accuracy of financial statements in accordance with GAAP and compliance with internal control policies
- Assists in annual audit of all entities.
- Performs other duties and responsibilities as assigned.
- Must perform in a professional manner at all times, maintain confidences, and handle highly confidential materials.
- Ability to work and communicate well with all types of people inside and outside of the organization.

- Ability to work well under pressure and be able to meet deadlines while maintaining a high degree of accuracy.
- Must be detail-oriented and have well defined organizational skills.
- Must be able to work independently and as a part of a team.
- Ability to work in a multi-cultural/multi-ethnic environment.
- Performs other related duties as assigned by the Controller

SKILLS/TECHNICAL KNOWLEDGE:

- Computer proficiency, including MIP or related accounting software as well as mid-level excel
- Solid understanding of AP work flow and impacts on the financial reporting
- Knowledgeable on GAAP and related audit requirements, compliance and practice

WORKING CONDITIONS:

Works in a general office environment. Generally, works a 5-day week, but may work on an approved flexible schedule.

PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone, desktop or laptop computer
- Ability to lift up to 25 lbs

Equal Employment Opportunity and Accommodation Statement:

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

Covid-19 Vaccination Requirement:

This position is subject to the City of Seattle and/or King County requirement(s) for contractors to be fully vaccinated against COVID-19. As a public entity interacting with the public, all our staff must be vaccinated. Failure to submit proof of vaccination will result in the withdrawal of a job offer.

El Centro de la Raza offers the following benefits to full-time staff:

- Medical and Dental Insurance with competitive employee and family rates.
- Basic Life insurance provided at no cost to employee; option to buy up for additional coverage.
- 401(k) plan with 5% employer contribution; eligible to participants after six months of employment; eligible for employer contribution after first year of employment with El Centro.
- 12 days of sick/safe pay time each calendar year (accrued by pay period); Eligible to take accrued leave after 90 days of employment.

- 15 days of vacation accrued by pay period; start accruing upon hire; eligible to take after 6 months of employment plus a floating holiday and birthday off.
- 9 days of paid holidays have been established by El Centro de la Raza + 5 days paid time off during the last week of December.
- Employment Assistant Program for all employees our EAP offers help with mental health, stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more.

Employee Signature

Date

Supervisor Signature

Date

cc HR, personnel file
REV: 07/2021