

Job Description

Position Title: GL Accountant

FLSA Status: FULL TIME, exempt

Department: Fiscal

Reports to: Chief Financial Officer

Pay Range: \$ 72,000 to 75,000.

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.

POSITION SUMMARY

This position focuses on accrual base of tuition accounting by doing monthly tuition accrual entries for all childcare sites as well as daily/monthly payment application and reconciliation to ensure the GAAP based tuition accounting and financial reporting to support the management decision making. This GL accountant will standardize/enhance the tuition system to improve the efficiency to keep up with the fast growing childcare centers. This accountant works with all childcare directors to work on annual operating/capital budget.

This position requires a 6-month evaluation period

ESSENTIAL QUALIFICATIONS

Essential minimum skills, education, and experience:

- Bachelor's Degree with an emphasis in Accounting/Finance.
- Strong technical GAAP accounting background, especially in revenue recognition.
- Strong analytical and problem-solving skills.
- Minimum of 2 to 3 years of accounting experiences
- Must be proficient in advanced level Excel and importing/exporting in multiple systems.
- Must be able to review his/her own work for accuracy and acquire strong problem solving and analytical skills.

Additional Preferred qualifications:

- Proficient in MIP/Abila
- Quick learner to use PROCARE software

ESSENTIAL FUNCTIONS

- Meet monthly with child development directors on monthly financial reports
- Daily cash applications for tuition payments.

GL Accountant

- Monthly Reconciliation of tuition payments for all child development centers
- Monthly accrual entry for the tuition revenue for all sites.
- Process accounts payables for all child development centers
- Process Monthly billings for all child development centers and follow up on outstanding accounts receivable
- Weekly meeting with Senior Director for overall financial position of all the child development centers
- Coordinate the sending out of late notices for tuition
- Work with departments to develop their annual budgets on a yearly basis
- Prepare budgets for proposal writing when seeking out new funds
- Other accounting tasks as assigned.

MEASURABLE STANDARDS

- Must always perform in a professional manner, 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 manage multiple projects with competing priorities with the ability to respond to change in a productive manner.
- 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.

WORKING CONDITIONS/ENVIRONMENT

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

NOTES AND SPECIAL REQUIREMENTS

Since this position works with money and highly confidential materials, it requires a criminal background check with the Washington State Patrol. The above duties or working procedures describe the chief function of the job and are not considered to be a detailed description of every duty of the job.

This is an FLSA Exempt position and is not eligible for overtime pay.

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.

BENEFITS

El Centro de la Raza offers the following benefits to full-time/part-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 participate 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 + 5 days paid time off during the last week of December.
- Employment Assistant Program (EAP) 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.

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 reasonable and no undue hardship will result.

Covid-19 Vaccination Requirement

As a public entity interacting with the general 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 will consider requests for reasonable accommodation based upon disability or religious belief. Please contact HR@elcentrodelaraza.org for the appropriate application forms.

APPLICATION PROCESS

Please send resume and cover letter outlining how your experience and education address the Essential Functions and Job Qualifications to Human Resources at HR@elcentrodelaraza.org or stop by El Centro de la Raza at 2524 16th Ave S, Seattle, WA 98144, to drop off a resume and pick up a job application. If you have questions, please call 206.957.4604

Please go to the El Centro de la Raza website to download a copy of our Employment Application.
([El Centro de la Raza Job Application](#))

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