



JOB TITLE: Accountant

SALARY RANGE: \$67,600

CHIRLA offers an excellent benefit package, which includes generous time off, health, dental, vision and 401K plan.

FLSA Classification: Exempt/Salaried, full-time, regular

COVID-19 Requirements: CHIRLA requires all new employees to be fully vaccinated against COVID-19 or submit weekly negative test results

REPORTS TO: Managing Director

START: Immediately

LOCATION: CHIRLA's Headquarter

The Coalition for Humane Immigrant Rights (CHIRLA) is a nonprofit organization founded in 1986. CHIRLA is a California leader with national impact made of diverse immigrant families and individuals who act as agents of social change to achieve a world with freedom of mobility, full human rights, and true participatory democracy. CHIRLA organizes and serves individuals, institutions and coalitions to build power, transform public opinions, and change policies to achieve full human, civil and labor rights. Guided by power, love and vision of our community, CHIRLA embraces and drives progressive social change.

POSITION DESCRIPTION:

The Accountant is responsible for all accounting tasks in the areas of bookkeeping, accounts receivable, accounts payable and assisting the department with other daily administrative and accounting functions.

RESPONSIBILITIES AND DUTIES:

- Responsible for management of all accounts payable, including maintaining vendor files, reviewing and processing vendor payments and employee reimbursements, and printing and distributing checks. Manage vendor relationships and resolution of billing issues
- Review and reconcile credit card statements verifying manager approval, proper account coding, business purpose and attachment of supporting receipts
- Manage petty cash including maintaining proper documentation, recording transaction, and reconciling monthly
- Review and post online transactions from a variety of platforms including: Square, Click and Pledge, EFT, Stripe
- Assist with year-end reporting including preparing and submitting Form 1099's
- Maintain orderly and up-to-date files of paid invoices and cancelled and voided checks
- Responsible for processing payments received by mail. Make electronic and in-person bank deposits as needed
- Maintain proper accounting records of all financial transactions including vendor files (Account Payables), cash receipts (Account Receivables) and bank accounts/reconciliation files
- Post all miscellaneous cash receipts and miscellaneous journal entries





- Reconcile accounts payable and accounts receivable sub ledgers
- Assist with development and preparation of monthly financial statements
- Assist with the tracking and reporting of expenses for various grants and projects
- Assist in the preparation of government invoices for grant reimbursement
- Work with development to generate protocols for special events expenses and income before and fundraising events. Assist with preparation of event reports
- Maintain postage account and record activity
- On annual basis, assist with preparation for financial statement audit
- Support CHIRLA's fundraising goals including annual membership drive and gala;
- Perform other duties and responsibilities as assigned

SKILLS AND QUALIFICATIONS:

- Bachelor's degree in accounting or equivalent experience
- Strong knowledge of generally accepted accounting principles
- Three years' experience in accounts payable and receivable
- Three years' experience with nonprofit organization accounting (paid or volunteer)
- Proficiency in Microsoft and Google software suites and at least one accounting software package other than QuickBooks, preferably Sage Intacct. Proficiency in Salesforce CRM software desirable
- Must be highly organized with the ability to work independently and multi-task;
- Ability to work effectively under pressure with multiple deadlines
- Proactive nature in using technology and systems to maximize efficiencies with tasks
- Demonstrated commitment to the values of diversity and inclusiveness
- Tenacity, flexibility, resilience, and high energy

To apply, send resume and cover letter to: jobs@chirla.org
Subject Line should read: **Accountant**

