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**Community Career Development, Inc.  
Department of Human Resources  
Job Description**

**Job Title:** Accountant  
**Department:** Finance  
**Reports To:** Finance Director (Senior Accountant – Program Manager)  
**FLSA Status:** Exempt  
**Approved By:** Human Resources

**SUMMARY**

Responsible for all financial, program accounting and fiscal management functions. Support the Finance Department, which includes cash management, budget controls, and contract compliance. Provides payments to subcontractors and ensures compliance with internal control objectives. Periodically reviews agency's program performance and recommends appropriate changes for improvement to the Chief Financial Officer. Responsible for maintaining and distributing accurate payroll for 35+ staff, interns, and work experience.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supports Finance Department in all fiscal transactions.
- Performs general accounting functions including journal entries, bank reconciliations, and participates in the monthly closing process.
- Responsible for ensuring proper backup, account coding, and approval for all invoices and credit card purchases.
- Maintains and distributes accurate payroll for 35+ staff, interns, and work experience.
- Supports the Director of Finance in implementing and enforcing agency wide accounting policies.
- Supports Director of Finance in managing various compliance audits.
- Participates in staff meetings, conferences and training sessions as assigned.
- Maintains a high level of confidentiality in all fiscal matters related to the organization.
- Budget projections and preparation; comparison and analysis of budget cost to actual cost; cost control and monitoring; preparation and submission of monthly Workforce Innovation and Opportunity Act (WIOA) and other projects required fiscal reports and invoices.
- Coordinates and assist management team in preparation of all fiscal requirements for Request for Proposal (RFP) documents.
- Prepares financial statements in conformity with the Generally Accepted Accounting Principles (GAAP).
- Ensures compliance with Federal and State Laws, **both in regard to fiscal and program operations**
- Establishes and performs banking relations and transactions.
- Monitors the selection and procurement of materials and supplies and/or equipment.
- Maintains continuous relationship with the funding source(s).
- Develop policies and procedures as assigned.
- Other duties as required.

## **QUALIFICATIONS**

- Bachelor's degree from an accredited university in Accounting or Business Finance
- 2-3 years prior staff accounting experience, preferably in a non-profit organization or equivalent;
- **-And-** one year of accounting experience at a level distinguished by the responsibility for performing the fiscal functions relating to federal grants management
- Ability and experience in reporting accruals
- Ability and experience in the development of cost allocation plans
- Ability and experience in payroll and payroll services
- Ability and experience interpreting and executing the accounting, fiscal, and policy requirements and directives required to properly execute WIOA Title I Youth Program services, including, but not limited to: Office of Management and Budget regulations (OMBs), Generally Accepted Accounting Principles (GAAP), applicable Code of Federal Regulations (CFRs) sections, and Generally Accepted Government Auditing Standards (GAGAS)
- Ability and experience interpreting City and County fiscal policies, local LACWDB policies and Directives, and WIOA regulations
- Proficient in Microsoft Excel and QuickBooks
- Excellent interpersonal, verbal and written communication skills
- Ability to speak/read/understand English fluently
- A self-starter with extreme attention to detail and excellent follow-through. Desire to work in a fast-paced, hectic environment with tight deadlines.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **WORKING CONDITIONS**

Performing duties may require spending the majority of the day standing, sitting, walking up and down stairs and/or driving back and forth to off-site locations. Reliable transportation and a valid driver's license and insurance are a must. This position also requires that you be able to work well under stress and meet deadlines.

## **ADAPTABILITY/FLEXIBILITY**

Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems. Recovers quickly from setbacks, and finds alternative ways to reach goals or targets. Copes well and helps others deal with the ongoing demands of change; sees and shows others the benefits of change.

## **COMPETENCIES**

Individuals must exhibit a polished and professional demeanor at all times. Show interest in, anticipate, and respond timely to customer needs. Go beyond basic service expectations. Seeks ways to improve service delivery. Recognizes adverse customer reactions and develops better alternatives.

CCD serves a diverse population. Individuals must be comfortable and adept working with all types of individuals, including those with disabilities, cultural differences, and all individuals with barriers to employment.

*All position assignments are subject to performance evaluation, funding source availability, and agency needs.*

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## **HOW TO APPLY**

Send a cover letter and resume to [apply@communitycareer.org](mailto:apply@communitycareer.org) for consideration with "ACCOUNTANT" in the subject field. Recruitment for this position will end upon receipt of a sufficient number of resumes or until position is filled. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. No phone calls please.