

Job title	<i>Senior Staff Accountant</i>		
Position Type	<i>Full-Time</i>	Pay Rate	<i>\$80,000</i>

The Worker Education and Resource Center, Inc. (WERC) is a 501(c)3 non-profit organization founded in 2002 in partnership with the Service Employees International Union, Local 721 and the Los Angeles County Department of Health Services.

WERC's vision is to be a leader, catalyst, and model of a high road training partnership between workers and employer partners. WERC's mission is to connect workers with barriers to employment to good, stable and permanent jobs by providing and promoting the highest quality of workforce development. WERC also supports employers in meeting staffing needs, diversifying talent pools, offering quality jobs, and building leadership capacity.

WERC's core values – worker-centered, partnership, and equity – reflect its high road approach to workforce development. WERC values and promotes a community built upon mutual trust, open communication, equality, teamwork, cultural competence, and a healthy work/life balance.

Job Summary

Reporting the Fiscal Manager and Executive Director, the Senior Staff Accountant assists in maintaining WERC's books and accounts, preparing and analyzing financial information and reports, applying principles of accounting, and utilizing appropriate accounting control procedures.

Duties and responsibilities

- Perform accounting procedures utilizing A/R, A/P, G/L, tax payments using QuickBooks accounting software.
- Maintain internal control and safeguards for receipt of revenue, costs, program budgets and actual expenditures.
- Oversee and monitor daily, weekly, monthly, quarterly and annual accounting and finance reporting, reconciliation, wire transfers, statements and tax filings.
- Oversee financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting for government, corporate and foundation grants.
- Consistently analyze financial data, create and deliver financial reports on a regular basis in an accurate and timely manner;
- Assist WERC leadership in the annual budgeting and planning process; administer and review financial plans and compare to actual results with a view to identify, explain and correct variances as appropriate.

- Produce financial data for the management team upon request and to assist with other special accounting projects.
- Assist in preparing and delivering monthly Board financial reports.
- Assist the Fiscal Manager with annual financial and 401(k) audits by serving as the WERC liaison with auditors.
- participating in all required staff meetings; and
- performing other related duties and/or assignments, as needed and requested by an immediate supervisor.
- Communicates effectively, in a culturally competent fashion, with diverse populations; promotes favorable interaction with managers, co-workers, program participants, community stakeholders, and others.
- Represents the philosophy and mission of WERC by participating in public testimony, coalitions, and related activities to advocate for quality, High Road workforce development programs, and other beneficial programs.

Qualifications

Education and Experience

- Graduation from a college or university with a Bachelors' degree in Accounting, Finance, or related field. Five (5) years of related managerial or supervisory experience may substitute for the educational requirement.

Background Check

- Candidates who are offered this position must pass a background check which includes a credit check due to this position interfacing with financial institutions and funding sources.

Additional Qualifications

- Proficiency in Quickbooks software, and Microsoft Office;
- Advanced knowledge of Excel.
- Strong knowledge of accounting and GAAP;
- Strong accounting background in Accounts Payable, Accounts Receivable and General Ledger;
- Familiarity with A-133, OMB Uniform Guidance, and nonprofit accounting;
- Must have strong computer skills with proficiencies in using computerized accounting systems and must have intermediate level of experience using MS Excel with the ability to import/export data and manipulate in Excel for reporting purposes;
- Proven ability to handle multiple projects and meet deadlines;
- Strong organizational, problem-solving, and analytical skills;

Benefits

Benefits for full-time employees include full health through Kaiser (Platinum 10), Dental, and Vision, for you and your dependents, medical bridge insurance, Life and disability insurance, access to pre-tax flexible spending accounts for both health care and dependent care expenses.

How to Apply

No walk-ins or phone calls please. Submit resumes via email to mail@we-rc.org.

WERC is an equal opportunity employer committed to a diverse and inclusive workforce. We strongly encourage applications from candidates who reflect the diverse communities we serve. This includes people who have the lived experience of being incarcerated, unhoused, and having other barriers to employment. We do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender/gender identity, marital status, sexual orientation, age, disability, or veteran status.