



Position: Accountant

Salary: \$17-\$20 / H (based on experience)

Education: Bachelor (BA, BS, etc.)

Location: Northeast San Fernando Valley, Los Angeles, CA

Language(s): English Required

Area of Focus: Community Development, Non-profit Accounting, Business Administration

Type: Part time, 15-20 hours / week

Posting date: August 1, 2009

Start date: October 1, 2009

Job Description: Youth Speak Collective (YSC), a 501 (c)(3) non-profit organization founded in 2005, is a youth-driven initiative empowering low-income communities in the Northeast San Fernando Valley.

Job Summary

Under the supervision of the Executive Director, the accountant generates financial reports and processes payroll. Complete other related accounting tasks, which include, but not limited to processing vendor's invoices for payments. Work closely with Director on general accounting procedures to close out and reconcile the books each month and also at the end of the fiscal year. Work with the Director and support personnel to submit financial reports to funders and program budget development. Prepare reporting requirements for the grants.

Responsibilities

- Assisting in the oversight of monthly/quarterly financial file audit checks for FDN program
- Overseeing Financial transactions, and work with Administrative Liaison to maintain accuracy of invoicing for YSC programs using QUICKBOOKS.
- Approve and track program expenditures.
- Be proactive in developing, enhancing and moving forward financial improvements.
- Complete reporting requirements for approved grants and contracts per standards and regulations.
- Enter accounts payable in computer and process payment.
- Prepare bank deposits and records in accounting software.

Qualifications

- At least 2 years of accounting experience
- Bachelor's Degree in Business, Accounting or Related Field required.
- Ability to use Excel, Quickbooks and other accounting programs
- Organized, punctual and able to meet deadlines
- Communicates effectively and works cooperatively with individuals from diverse backgrounds
- Experience working in not for profit programs
- Must be comfortable working in a team environment
- Excellent communication skills (verbal and written)
- Prefer individual with flexibility and initiative
- Willingness to work some non-traditional hours and Saturdays as required.
- Valid driver's license

Interested candidates should email a cover letter and resume to: info@youthspeakcollective.org