

PUENTE Learning Center
Senior Accountant

PUENTE Learning Center is a place for learning, achievement and success. We are committed to making education and job training skills accessible to all. We offer classes for students ages 3 to 80+ including computer literacy, English as a Second Language, High School Diploma, and more. PUENTE operates an award-winning Preschool and Charter Kindergarten, afterschool and summer programs. We are proud to be part of the Boyle Heights neighborhood, a primarily immigrant community, having served over 95,000 students in our 35-year history.

As part of the PUENTE team, you can expect to be part of a community-based educational organization deeply committed to enriching the lives of individuals and families in the Los Angeles area. PUENTE seeks talented people, from diverse backgrounds and experiences, who are motivated and devoted to community, service, and equity through recognizing and embracing the community's cultural wealth.

We want strong collaborators, skilled communicators and developed problem solvers who are comfortable in a culture of continuous learning and who are excited to implement innovative ideas and solutions in service to the mission of the organization.

As a lead employee in the finance department, the Senior Accountant works under the supervision of the Vice President of Finance and Administration. The Senior Accountant provides management with financial information by maintaining financial records and reports, performs account reconciliations, assists with the budget and month end close process, works with external auditors, maintains the accounts payable documentation and inputs, verifies and balances data using the automated consolidation system. Together, the finance team will ensure PUENTE's continued financial stability.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reconciling sub-ledger to general ledger account balances
- Assist with the preparation of consolidated internal and external financial statements by gathering and analyzing information from the general ledger system.
- Assist with the preparation of monthly, quarterly and year end closing cycles in a timely manner.
- Assisting in the design and preparation of budgets for review by management
- Prepare documentation for outside auditors.
- Provides daily cash position reports including forecast on expenses of Learning Center and Charter School.
- Monitor bank balances to avoid overdrafts and checks clearance of checks payments.
- Coordinate with other departments regarding online ordering, expenses incurred and budget allocation.
- Review and verified accuracy of invoices, purchase and delivery receipts.
- Maintains and balances an automated consolidation system by inputting and verifying data.
- Analyzes information and options by developing spreadsheet reports; verifying information.
- Prepares payments by accruing expenses; assigning account numbers; requesting disbursements; reconciling accounts; prepare year end 1099 form.
- Assisting with the development and implementation of accounting procedures by analyzing current procedures.
- Answering accounting and financial questions by researching and interpreting data.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Accomplishes accounting and organization mission by completing related results as needed.
- Perform administrative duties such as providing telephone support, filing and online ordering.

JOB SKILLS AND QUALIFICATIONS

- Proven track record of excellent written and oral communication skills
- Ability to manage multiple projects simultaneously
- Strong organizational and analytical skills
- Strong written and oral communication skills
- Working knowledge of Generally Accepted Accounting Principles (GAAP)
- Excellent problem-solving and time management skills
- Must maintain confidentiality/discretion with sensitive business and personnel data
- Able to understand technical forms and financial reports
- Self-motivated is a necessity
- Able to work independently with minimal supervision
- Attention to detail is a must.
- Effective in prioritizing and coordinating projects and tasks to meet deadlines
- Actively participate in PUENTE leadership meetings, committees, and activities
- Willingness to establish and maintain effective working relationships
- Be a lead staff person on the site's emergency plan and building evacuation
- Commitment to PUENTE's mission and an overarching dedication to mission-driven work.

EDUCATION AND EXPERIENCE

- 4+ years' experience as a senior accountant is required
- A bachelor's degree in Finance or Accounting is required
- Ability to manage multiple projects simultaneously
- Keeping current with accounting practices and standards by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in the organization's professional development opportunities.
- Proficient in Excel, Word, Access, Powerpoint, and Blackbaud (Financial Edge) is preferred

PUENTE offers a competitive salary with a comprehensive benefits package. We also support an overall work-life balance while giving employees the opportunity to impact a growing, mission-driven organization that is committed to the success of all students.

To apply, please send a cover letter and resume via email to Tesa Marquez, Director of Human Resources, at tesa@puente.org. No phone calls please.

Review of applications will begin immediately.