

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 37-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. In addition, the community and students we serve are diverse, and we are committed to reflecting that diversity in our staff. This distinction provides a quality educational experience to prepare our students for a future reflective of the world in which we live.

Reporting to the Vice President of Finance and Administration, the Senior Accountant will play an essential role in PUENTE's Finance department. This role will work in close coordination with the Vice President of Finance and Administration, Director of Human Resources, Director of Facilities and Information Technology Manager to provide support in the monthly accounting cycle, financial reporting, state and federal compliance reporting, and payroll reporting. This person will interact with employees, vendors, and contractors as a representative of PUENTE Learning Center and is expected to maintain the highest standard of professionalism, confidentiality, and responsiveness.

REPOSINIBILITIES OF DAY-TO-DAY OPERATIONS

Accounting

- Perform bank reconciliations of all bank accounts
- Prepare monthly balance sheet reconciliations such as fixed assets, prepaids, and accrued expenses
- Manage the accounting receivable and cash deposit function
- Assist with month-end-closing journal entries
- Lead the month-end close activities and preparations for annual audits
- Evaluating and processing check and purchase requests
- Ensure coding of all revenue and expenses are properly aligned with approved budgets

Budgeting

- Assist with planning and budgeting, and procurement for specific operational accounts capital improvements

Payroll & Benefits

- Process bi-weekly payroll journal entries under the supervision of the VP of Finance and Administration
- Assist with the reconciliations related to benefit invoices (e.g. Retirement Plan, Health, Vision, Life & Disability Insurance)

Internal and External Financial Reporting

- Assist with the preparation of financial reports for external stakeholder including the Los Angeles Unified School District, the California Department of Education, and other various grant makers
- Prepare school and departmental monthly and ad hoc financial reporting including budget v. actual analysis and forecasting
- Aid in the preparation of the quarterly reporting for PUENTE's Board Directors
- Prepare monthly and quarterly financial statements, quarterly financial reviews and reconciliations, and annual fiscal year and calendar year audits

Grant Management

- Coordinate the Advancement of Federal and State grant budgets, on-going reporting requirements, and grant-specific audits under the guidance of Vice President of Finance and Administration
- Monthly requisition of grant funds
- Allocate public and private grants to non-payroll expense transactions

Other

- Assist with compliance activities related to the Nutrition and Transportation programs.
- Identify opportunities and work to solve for operational efficiencies including implementing new processes and systems
- Perform other duties as assigned by the Vice President of Finance & Administration commensurate with the role of Senior Account

JOB SKILLS/QUALIFICATIONS/EDUCATION AND EXPERIENCE

- A bachelor's degree in Finance or Accounting is required
- 5 to 7 years minimum full time work experience in a business office or school setting
- Ability to manage multiple projects simultaneously
- Collaborative team player and have a positive customer service attitude
- Working knowledge of Generally Accepted Accounting Principles (GAAP)
- Advanced proficiency in Excel, Word, Access, PowerPoint, and Blackbaud (Financial Edge) is preferred
- Keen attention to detail and are excellent with time and project management
- Deadline-driven and solutions-oriented with an analytical mindset
- Proven track record of excellent written and oral communication skills
- Operate in the highest standards of ethical conduct and confidentiality/discretion with sensitive business and personnel data
- Excellent problem-solving and time management skills
- Able to understand technical forms and financial reports
- 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.
- Self-motivated is a necessity
- Able to work independently with minimal supervision
- 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.

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.