

**Job Announcement – Accountant (Entry Level)**

**General Summary:**

This entry-level Accountant position will be under the direct supervision of our Director of Accounting. IILA will train the right candidate to analyze the various program accounts, maintain accurate financial records, and produce funding source reports.

**Essential Functions:**

Within a teamwork environment, the essential functions of the job include the following responsibilities:

* Prepare financial reports and invoice billings for funding sources in a timely manner.
* Prepare monthly profit & loss statements for all assigned programs and provide analysis of budget vs. actual variances.
* Work directly with the Program Directors to ensure understanding of the funder’s reporting requirements.
* Will perform internal audits of our programs and ensure funder requirements are met.
* Make financial entries into QuickBooks, including payroll journal entries, payroll accruals, indirect cost, grant receivables, grant revenues, etc. and handle reconciliations of cash receipts from funders.
* Assist with preparing the audit schedules and retrieving back-up documentation as required.
* Assist in preparing Program Budgets and input into the accounting system.
* Manage special projects and perform other job-related duties as assigned.

**Job Requirements:**

* Must have a bachelor’s degree in accounting or finance.
* Prior not-for-profit accounting and grant billing experience accounting experience including knowledge of financial reports, contracts and grant billing is preferred.
* Must possess a strong analytical ability to analyze general ledger accounts.
* Must have proficiency using QuickBooks, Word, Outlook and Excel (including sorting, filtering and pivot tables).
* Ability to work independently, learn quickly and possess organization skills and strong attention to detail.
* Ability to communicate effectively in English, orally and in writing.
* Must have own transportation, valid California driver’s license and proof of valid auto insurance.
* **Criminal Record Background Check Clearance required prior to employment.**

**Salary Range:** The starting salary for this position is $24.00/hour plus an exceptional benefits package.

**Benefits Package:**

We offer an excellent benefit package to our employees. It includes 100% Employer Paid Medical, Dental HMO, Vision, Employee Assistance Program (EAP) and Basic Life and AD&D insurance. We also offer Voluntary Life, Accident, Hospitalization, Critical Illness and Long-Term Disability insurance policies in which you may choose to enroll. We have a generous Paid Time Off program, 11 Paid Holidays and one Personal Day each year as well as a 401 (k) retirement plan with a Safe Harbor Match where we match your contribution dollar for dollar up to a maximum of 4% of your total compensation along with an annual profit-sharing plan (vesting applies). We also work a standard 37.50-hour workweek to allow our employees work/life balance.

**Physical Demands:**

The selected employee must be able to meet the following physical demands:

* Intermittent or sometimes continuous sitting, walking, standing, bending, squatting, climbing, kneeling and twisting.
* Daily keyboarding and use of computer for a minimum of four hours and up to 8 hours per day.
* Must be able to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead.
* Must be able to lift to 20 lbs.

**Application Information:**

International Institute of Los Angeles (IILA) is an equal opportunity employer. All applicants must complete an IILA employment application. To download our application, please visit our web site at [www.iilosangeles.org/about/careers/](http://www.iilosangeles.org/about/careers/).

Please forward your resume, cover letter and your completed application to:

Veronica Leon

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