



is safe to do so in the fall of 2022.

Staff Accountant

Los Angeles, CA office*

Non-Exempt, Full-Time, Regular Position

**This is currently a work-from-home position; however, Advancement Project will shift to a hybrid workplace model once it*

Organizational Background:

Advancement Project California champions the struggle for greater equity and opportunity for all, fostering upward mobility in communities most impacted by economic and racial injustice. We build alliances and trust, use data-driven policy solutions, create innovative tools, and work alongside communities to ignite social transformation. Rooted in the historic struggle for racial and economic equality, Advancement Project California envisions a world where all communities have equitable access to public resources and opportunities to thrive. The California office's primary program teams are Educational Equity, Equity in Community Investments, and Political Voice.

Position Summary:

The Staff Accountant provides analysis and processing to support all facets of the organization, including Balance Sheet, Revenue and Expense reconciliations, internal and external reporting, maintaining the general ledger chart of accounts, and providing guidance on business transactions in accordance with nonprofit GAAP. Provides additional general accounting support under the direction of the Supervisor.

The successful candidate will have sufficient work experience to be comfortable working in a fast-paced and changing landscape of priorities and responsibilities and be able to work independently and on a variety of teams. Excellent administrative and clerical skills, including strong attention to detail, the ability to multi-task, prioritize, and meet deadlines, are required. The successful candidate will also possess a proactive work style that anticipates the needs of their supervisors and will be expected to learn technical and specialized rules, regulations, policies, procedures, and activities related to the assigned duties.

Specific responsibilities include but are not limited to:

The Staff Accountant position provides financial functions in a manner that advances Advancement Project's mission and strategic goals. This position is responsible for processing accounting information and maintaining the organization's financial records. Responsibilities include, but are not limited to:

- Process and manage payroll, accounts receivable, and payables, including preparing and processing vendor invoices, reviewing invoice allocations and authorization, and posting and distributing checks.
- Assists in the preparation of the annual audit
- Financial file maintenance, record management, and other general administrative duties
- Understand underlying business and related processes as the foundation for position responsibilities.
- Compile financial data for surveys and grant reporting.
- Troubleshoot issues with revenue recognition, expense transactions, balance sheet, and cash flow, ensuring processes are running smoothly and are in compliance with established deadlines.
- Ensure bank reconciliations are completed in a timely manner to facilitate month-end closing by the deadline.
- Assist with the month-end, quarter-end, and year-end closing processes, which include preparation of journal entries, account reconciliations, general ledger analysis, and audit schedules.
- Monitor balance sheet and provide monthly account reconciliations with analysis of adjustments needed to the general ledger.
- Analyze and research income statement variances to budget and balance sheet fluctuations and provide explanations for management reporting.
- Provide initial review of monthly financial reports for reasonableness and accuracy.
- Analyze and research income statement variances to budget and balance sheet fluctuations and provide

explanations for management reporting.

- Perform other accounting, financial, or administrative tasks as the Controller may require from time to time.
- Participate in organization-wide planning, development, and communication activities, as needed and ensure adherence to Advancement Project goals and policies within the project area.
- Other duties as assigned, dependent on organizational needs and employee skills.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job function assigned satisfactorily. The requirements listed represent the required knowledge, skill, and/or ability. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Sincere and demonstrated commitment to advancing social and/or racial justice progress for the highest-need communities.
- High computer proficiency and comfort are a must—Experience working with MS Office and its Word, Excel, and Outlook functions. In addition, knowledge of QuickBooks is required.
- Creative problem-solving skills with the ability to work thoroughly and accurately in a fast-paced environment.
- Detail-oriented, with strong organizational, analytical, and planning skills.
- Strong self-motivation and ability to work as a team member.
- Demonstrated ability to work effectively with people of diverse backgrounds and promote a positive working environment and spirit of cooperation.
- Excellent oral and written communication skills.
- Sound emotional intelligence with the ability to work in partnership and teams; and proven ability to work with diverse communities, leaders, and staff.
- Ability to take on responsibilities independently with minimal supervision.
- Ability to multi-task under deadlines and work well under pressure.

Education & Experience:

- Associate degree preferred. An equivalent combination of education and experience sufficient to successfully perform the essential job duties will also be considered.
- Three (3) years of experience in accounting with a thorough understanding of A/P, A/R, and G/L. Experience in nonprofit finance is a plus.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Benefits & Perks:

Perks & Work Environment

- Yearly professional development allowance and personalized professional development goals.
- Fifteen vacation days (15), three (3) personal days, eight (8) sick days, along with national and office holidays.
- Organizational and team wellness days to help build team cohesion and camaraderie.
- Opportunity to see the meaning and impact of your work at an organization actively building more equitable communities and systems across California.
- Opportunity to work in a flexible work culture that is sensitive to employee wellbeing and encourages work-life balance.
- Additional benefits during the pandemic including scheduling flexibility for parents and caregivers and telework stipend.
- Opportunity to work in an organization dedicated to pay equity and diverse work culture.

Salary & Benefits:

- \$67,500 – \$72,500 depending on experience and qualifications.
- Full, employer-covered medical, dental, and vision benefits with no employee contributions for spouses and/or dependents, including registered Domestic Partners.
- 403B retirement plan with employer matching benefits after 90 days.
- Flexible Spending Account for eligible employees to allocate pre-tax money throughout the year.

To Apply:

Please email with subject "Staff Accountant" and cover letter, resume, and a financial report-related writing sample in one PDF attachment titled last_name_first_name_finance.pdf (e.g., McCorkle_Katrice_accountant.pdf) to:

Katrice McCorkle
Human Resource Manager
hr@advanceproj.org

Interview Process:

- Phone interview with Finance Team
- Two-panel interviews (via Zoom)
- Reference Checks

Advancement Project is an equal opportunity employer and does not discriminate on the basis of race, sex, religion, national origin, gender identity or expression, sexual orientation, disability, age, or any other category protected by local, state, or federal laws. We are committed to building a diverse, equitable, and inclusive staff team. We strongly encourage applicants who are people of color, LGBTQ, women, people with disabilities; and/or formerly incarcerated people.