



# BIENESTAR

**JOB TITLE: Senior Accountant**  
*(Latinx LGBTQ+ & Underserved Communities)*

**POSITION DESCRIPTION:**

Under the direction of the Chief Operating Officer, the **Senior Accountant** will focus and be responsible for the agency's financial and accounting recordkeeping and reporting.

The **Senior Staff Accountant** will be responsible for managing financial functions including general ledgers, accounts payable and receivable, preparation of funder and vendor invoices, preparing the organization's budget, grant & contract budgets, cost reports, support payroll processing, maintaining all account records and files. In addition, the **Senior Staff Accountant** will be responsible for reconciling bank statements, preparing financial statements for review, auditing expenditures, closing the organization's monthly/quarterly/annual books, and maintaining accurate records.

**DUTIES/RESPONSIBILITIES:**

1. Responsible for monthly/quarterly/annual expense reports from current funding sources.
2. Provide accounting support to the Executive and Accounting team regarding effective functioning of financial records.
3. Assist in payroll processing.
4. File all financial and related correspondence.
5. Manage cash flow and inform the executive team of financial and budget status.
6. Process vendor invoices, bank statement reconciliation, payment schedules, cash receipts, and bank deposits.
7. Maintain logs and fiscal records to ensure accurate data is available for analysis.
8. Bank reconciliation and upkeep all bank binders for all organization sites.
9. Lead the month end and year end closing process.
10. Maintain organization's allocation schedules.
11. Support in annual audit and other funding source audits.
12. Participate in training and staff-development activities to acquire and maintain both interpersonal and operational skills necessary for successful job performance.
13. Collaborate with external and internal accounting team members.
14. Actively participate in agency events, community meetings and activities to promote the goals of the agency.
15. Other accounting duties as assigned.

**EXPERIENCE AND SKILLS PREFERRED:**

1. Bachelor's degree in Accounting, Finance, Business Management or similar field required.
2. Four years of demonstrated experience in a similar position required.
3. Previous experience working with non-profit organizations preferred.

4. Experience with Excel, MIP Accounting Software, and ADP workforce preferred.
5. Experience and interpersonal skills working with culturally and socially diverse community groups including the Latino and Lesbian, Gay, Bisexual and Transgender, and the underserved.
6. Bilingual English/Spanish with excellent verbal and written communication skills preferred.
7. Able to work independently within an agency team and have excellent organizational skills.
8. Self-motivated, problem solver, and able to organize job assignments with strong leadership skills.
9. Ability and willingness to work in a team-oriented work environment, with professionals and paraprofessionals from different disciplines, as well as volunteers and clients.

**HOURS:** 40 Hours - Some Weekends & Evenings.

**EXEMPT/NON-EXEMPT:** Non-Exempt

**SALARY:** \$35.00 per hour commensurate with education and experience.

**BENEFITS:** Medical, dental, vision, and life insurance, 403b retirement package with matching contribution, and 14 paid holidays.

Please submit a resume to: [Hrjobs@bienestar.org](mailto:Hrjobs@bienestar.org)