ACCOUNTANT JOB DESCRIPTION

“We are building a world where Black workers thrive in an equitable economy that sustains and builds vibrant families and communities.”

The Los Angeles Black Worker Center (LABWC) is a growing organization at the forefront of the racial justice and worker rights movements in LA since 2011. The LABWC is recognized as a national leader in the effort to address the challenges of the Black jobs crisis of unemployment and underemployment, and the growing inequity in the labor market. The LABWC works toward economic justice in low-income communities of color by building power amongst Black workers and their communities to expand access to quality employment and promote public policies and corporate practices for sustainable economic development in South LA neighborhoods. The LABWC seeks to hire an Accountant who will be a member of our Operations and Finance Team, which is a small but mighty group organized to produce high-quality output.

Duties and Responsibilities:

- Develop a thorough understanding of LABWC operations, revenues, expenditures, and grant compliance requirements.
- Perform reconciliation of all expense accounts and grants as part of comprehensive month-end close, ensuring compliance with appropriate accounting standards and regulatory requirements.
- Assist with program budgeting, financial reporting requirements and other materials for government, corporate, and foundation grants in a timely manner.
- Ensure that expenditures are consistently aligned with budgets and monitoring of available funds throughout the grant period.
- Process invoices, receipts of revenue and member donations to ensure they are properly recognized under the appropriate accounts in accordance with the established budgets.
- Assist with the organizational budget development, review financial plans and compare budget vs actual results with a view to identify and correct variances as appropriate.
- Recommend sound fiscal policies, procedures and controls - that are in compliance with generally accepted accounting principles.
- Maintain grant and contract database by tracking dates for grants agreements, reporting and proposals.
- Assist project leader and liaison with fiscal sponsor for accounts receivable, finance and grant requirements; provide support to complete lobbying reports and annual financial audit.
- Prepare bank deposits, reconcile and post credit card transactions.
- Provide support with donor renewal program, -update donor lists and assist in with fundraising events to achieve annual fundraising goals and objectives.
- Maintain organized accounting records and perform related and additional duties as required.
- This position reports to the Co-Executive Director of Operations and Finance.
Qualifications and Experience:
The Accountant must be able to fulfill all of the elements of the job description, work well with colleagues in a fast paced, high energy team environment, with a willingness to work irregular hours and weekends when necessary, and the ability to work independently.

- Experience working in Black working class communities and a deep appreciation of Black culture, history, and direct action.
- Five plus years of demonstrated experience in accounting, ideally in the nonprofit sector.
- Personal qualities of integrity, credibility, and unwavering commitment to LABWC mission.
- A proactive, hands-on strategic thinker who will work, in partnership with the Co-Executive Director
- Understanding of GAAP standards and Nonprofit Fund Accounting is a plus.
- Experience with grant administration, programs, finance, budget and reporting.
- Strong analytical skills with fierce attention to details, accuracy and self-reviewing work.
- Excellent oral and written communication with a solid ability to translate financial concepts to colleagues.
- Self-directed and motivated, able to set priorities to manage multiple and complex assignments to meet deadlines, both independently and as part of a team.
- Flexibility and adaptability are keys to success in this fast-paced, dynamic environment.
- High proficiency in MS Office including Excel, PowerPoint and other financial tools and accounting software packages.
- Current driver’s license and auto insurance for work related travel.

COMPENSATION: Full-time position, compensation commensurate with experience and a generous benefit package.

Application Process: This position will remain open until filled. Email cover letter and resume to careers@lablackworkercenter.org, add “Accountant” in the subject line. No phone calls, please.

LABWC, a project of Community Partners® is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment, qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring. The LABWC is also an affirmative action employer. People of color, women, and LGBTQ are strongly encouraged to apply.