



**EAST LA COMMUNITY CORPORATION**  
**WWW.ELACC.ORG**

### **Job Description**

**Job Title:** Accounting Manager

**Department:** Finance

**Reports To:** Controller

**FLSA Status:** Exempt

**Summary:** ELACC seeks an individual with leadership skills and who makes quality a priority to oversee the day-to-day accounting responsibilities of ELACC and its subsidiaries. Responsibilities include, but are not limited to: financial planning, analysis and reporting, grant financial planning, real estate portfolio accounting, payroll and benefits compliance, audit, general ledger analysis and reporting, month end closing, and financial reporting and other special projects as assigned. They will monitor and analyze accounting data, produce financial reports, enforce proper accounting principles, and will supervise the accounting staff. The ideal candidate must have a strong accounting background in accuracy and adherence to accounting procedures and controls. They will model a culture that will attract and retain employees at all levels and consistently demonstrate good judgement.

The accounting manager is an ELACC team member that leads their core project and fulfills their responsibilities to the entire team by actively fundraising, supporting organization wide projects, participating in all staff planning sessions, and being part of achieving the organizations mission and vision.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Oversees general accounting functions: accounts payable, accounts receivable, payroll, general ledger, grant management, real estate draws, and fixed assets.\*
2. Coordinates the timely month end and year end closings for ELACC, subsidiaries, and properties.\*
3. Prepares and reviews financial statements for accuracy and completeness.\*
4. Ensures an orderly accounting filing system.\*
5. Participates in maintaining and developing strong systems of controls over accounting transactions and actively seeks to improve existing systems as needed for improving efficiency.\*
6. Performs monthly account analysis.\*
7. Supports and/or leads audits.\*
8. Manages a team of 2 staff (may increase over time).\*
9. Coaches accounting staff to reach their personal and company goals.\*
10. Engages with other departments to communication financials and ensures accounting is meeting the teams needs.\*
11. Manages and oversees intercompany transactions.\*

#### **Supervisory Responsibilities:**

Directly supervises two employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications:**

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

**Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Math Ability:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of word processing, spreadsheet, and accounting software, payroll, and order processing systems, as well as Yardi (property management software).

**Education/Experience:**

Bachelor's degree (B.A./B.S.) from four-year college or university; and six to eight years related experience and/or training (alternatively: three to five years' experience in public accounting); or equivalent combination of education and experience.

**Knowledge, Skills, and Other Abilities:**

- Knowledge in non-profit accounting and/or real estate accounting strongly preferred
- knowledge of accounting principles and theories
- Excellent customer service skills
- Attention to detail and have accuracy in daily work and other projects
- Ability to prioritize and meet communicated schedules and deadlines
- Ability to handle confidential information
- Demonstrated ability to work independently, and as part of a team
- Strong interpersonal and communication skills
- Highly motivated
- Extremely organized and able to multi-task
- Excellent organizational skills
- Ability to present information
- Access to a car with valid insurance
- Genuine interest and passion for ELACC issues and priorities
- Demonstrated understanding of intersection of racism and poverty
- Supervisory experience preferred
- Knowledge in NetSuite & AvidXchange a plus

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, and walk. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, and distance vision.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Compensation:**

Competitive salary based on qualifications and experience. This is a full-time exempt position with a competitive benefits package that includes health, dental, retirement, life and disability insurance.

**ELACC is an Equal Opportunity Employer**

Email cover letter and resume to:

Vice President Human Capital & COO at [jobopportunities@elacc.org](mailto:jobopportunities@elacc.org)

[www.elacc.org](http://www.elacc.org)

Position open until filled