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| **Job Title:** | Accounting & Administration Manager |
| **Reports To:** | Senior Director of Accounting |
| **Department** | Accounting and Administration |
| **FLSA Status:** | Exempt |
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| **Summary** | |
| |  |  | | --- | --- | | Interfaces with all levels of LAEDC personnel, vendors, bankers, and funders. Manages and provides data input for the organization's financial reporting in the Accounts Payable and Payroll systems, provides internal control, and follows accounting practices by performing the following duties personally. Accounting Manager position computes, classifies, records and verifies data and ensures compliance regarding the organization’s policies and contractual legal requirements.   |  | | --- | | **LAEDC’s Culture** **of Inclusion** |   LAEDC is committed to cultivating and preserving a culture of inclusion and connectedness. Understanding that we, like the population we serve, come from all walks of life and are a stronger organization because of it, the LAEDC is committed to a culture that values and prioritizes diversity and free expression within its team. We are proud to be an equal opportunity employer that stays true both to our roots here in Los Angeles County and to our mission by ensuring that anyone, regardless of one’s background, origin, orientation, or station in life, and other characteristics that make our employees unique, can find a home at the LAEDC with our team. | | |
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| **Duties** | |
| * Responsible for day-to-dayfinancial and administration operation activities including: * Record and monitor all financial transactions * Manage and review the month-end account reconciliations and closing process * HR transactions – onboarding and exit of employees * Responsible for invoicing various grants funded by federal/city agencies and other non-federal funded projects * Monitor program budget spending associated with all projects/grants andanalyze accounting data to produce financial reports * Responsible for verification and reconciliation of grant timekeeping, absenteeism, expense reports and enforce compliance policies and procedures as needed to ensure compliance as related to grant payroll recording and invoicing to funders, and assist with resolving issues * Communicate policies and procedures related to grant funds for review and implementation by Program Managers * Assist in the development and implementation of policies and procedures, internal controls, and new initiatives within the organization * Assist in processing payroll and other payroll duties in the absence of the Payroll Manager * Assist in processing accounts payable and other accounts payable duties * Assist with fiscal year end close process and audits * Manage onboarding of new employees and exiting employees * Perform other duties and responsibilities as required or requested | |
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| **Competency:** | |
| To perform the job successfully, an individual should demonstrate the following competencies:  Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.  Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.  Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Supports affirmative action and respects diversity.  Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.  Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.  Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly. | |
| **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.  **Education/Experience:** Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.  **Language Ability:**  Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.  **Math Ability:**  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.  **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 software; Spreadsheet software; Accounting software; Inventory software; Payroll systems; Internet software; Order processing systems; Database software and Contact Management systems. High level of experience and knowledge required of Excel spreadsheets. Experience with Sage 300 database software preferable.  **Certificates and Licenses:** N/A  **Supervisory Responsibilities:** N/A | |
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| **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 quiet. | |
| **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 frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms and talk or hear. | |

***The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.***

*Employee Signature Date*

*Supervisor Signature Date*