

PLAZA COMMUNITY CENTER JOB DESCRIPTION

Gabriel Buelna, PhD, MSW
4018 City Terrace Drive
Los Angeles, CA. 90063
(323) 267-9749 Phone

4018 City Terrace Drive
Los Angeles, CA. 90063
guelna@plazacc.org

TITLE: Finance Director

Summary of Responsibilities:

Position reports to Executive Director of Plaza Community Center and Finance Committee of Board. Finance Director manages financial resources of organization including accounting, finance, organization wide budgets, and treasury in accordance with accepted accounting principles and organization/contract policies and procedures; safeguards assets through maintenance of proper controls. Finance Director participates as member of senior management team in development and implementation of organization wide policies and programs that contribute to overall success. Individual must be willing to work with communities in need and have ability to consistently train directors and staff on general accounting principles.

Duties

- Manages accounting operations of organization including budgeting, auditing, payroll, accounts payable and receivable, general ledger, billings and preparation of monthly financial statements;
- Oversees development and implementation of financial systems. Interpret accounting reports to management and Finance Committee of Board;
- Develops and tracks cash flow reports ;
- Develops with Development Director budgets for funding sources;
- Works with program directors to regularly update financials and advises on strategy;
- Regularly advises ED and staff on financial matters;
- Additional duties and tasks upon request of ED;
- Manage outside accountants and annual audit

Qualifications

- 5 years experience in field of nonprofit accounting, of which at least three year is working in leadership capacity;
- A Bachelors of Science in accounting/relevant education
- Experience with accounting software, specifically MAS 90;
- Expertise in Excel/Word
- High work ethic/supervisory skills
- Spanish skills helpful, not mandatory

Salary

\$70,000-\$80,000 Depending on qualifications