

# MISSION STATEMENT

Homeboy Industries provides hope, training, and support to formerly gang-involved and recently incarcerated people, allowing them to redirect their lives and become contributing members of our community.

**Job Title:** Senior Accountant

**Reports To:** Director of Finance

# Essential Duties and Responsibilities

# Join our dynamic Finance team! You will have the opportunity to make an impact on the community and do work that makes a difference. We are very team-oriented and work together to contribute ideas and improve processes. This role will provide the unique opportunity to work with both non-profit and profit accounting.

As Senior Accountant you will apply accounting and finance principles to analyze financial information and prepare financial reports. We are seeking an analytical and team-oriented accountant who will take ownership for all aspects of accounting for Homeboy, including producing timely and accurate financial statements, audit requests, ad hoc financial reports, perform full cycle accounting, and be hands on with fiscal operations in our social enterprises.

# Key Duties

* Thorough involvement and integral contributor to the full cycle accounting process
* Maintain overall accuracy and integrity of the general ledger, and ensure financial statements are in compliance with US GAAP and organization policies
* Responsible for month-end close process by producing relevant journal entries, reviewing, and investigating anomalies, performing P&L variance analysis and preparing month-end accruals
* Coordinate cross functionally with all levels of employees, management, and external parties as part of the month end close process and to support the organization
* Prepare and review monthly reporting packages and provide detailed financial insights
* Assist in the preparation and review of operating budgets and reforecasts
* Develop and maintain financial models in Excel as requested
* Identify opportunities to improve processes and minimize inefficiencies
* Prepare all sales tax and property tax documents
* Participate in the financial audit and preparation of required audit support schedules
* Participate in cross training of other roles and responsibilities across the accounting team
* Develop ad-hoc reports and analysis for cross-functional teams and management as requested

# Basic Qualifications

* BA/BS degree in Accounting, Finance, or related field
* 3+ years of accounting experience
* Proficient in Microsoft Excel
* Team player, open to helping the team whenever necessary
* Challenge seeker and problem solver; eagerness to learn new things
* Ability to build relationships with internal departments and external parties
* Experience with social enterprises a plus
* Experience working with individuals of diverse backgrounds
* Detail oriented and organized
* Strong ethical and moral fortitude

# 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

This is a full-time non-exempt position with a full benefits package including health, dental, vision, Life AD&D, and retirement account.

*If you are interested in this position, please send your resume with a cover letter to careers@homeboyindustries.org.*

*Homeboy Industries is an Equal Opportunity Employer.*