Job Description

Job title: Part time Accountant

Job Purpose

Provide a brief description of the general nature of the position; an overview of why the position exists; and what the position is to accomplish.

Essential Job Responsibilities

- Responsible for forecasting and resource allocation
- Manage Accounts Payables with no more than 60 days outstanding
- Manage Account Receivables with no more than 60 days outstanding
- Maintain organizational budget and prepare program budgets as needed
- Participate in audits and prepare statements for CPA’s and outside auditors
- Prepare disbursement request and prepare journal entries
- Serve as human resources assistant for organization and advise on policy and procedures
- Plan, organize and oversee all financial management and accounting functions and maintain a streamlined workflow to ensure all information is processed via the fiscal office.
- Prepare monthly financial reporting compliance with contractual obligations
- Prepare payroll and oversee timesheet collections and track employee
- Maintain and review employee benefit plans
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports on a monthly basis.

Qualifications

State the minimum qualifications required to successfully perform the job. These are the qualifications that are necessary for someone to be considered for the position.

Qualifications include:

- Bachelors Degree in accounting, financial or related field
- Non-profit experience
- Highly organized and efficient
- Able to prepare high level reports using MS Office Applications
- QuickBooks knowledge and experience
- Able to communicate effectively, maintain confidentiality
- Reporting Skills, Attention to Detail, Deadline-Oriented, Reporting Research Results, Confidentiality, Time Management, Data Entry Management, General Math Skills

Work Schedule

- Part-time position
- Flexible work schedule

Working conditions

General office environment.

Physical requirements

Able to walk up and down stairs
Contact Information

Submit a letter of interest and a resume via email to:
ramonitav@spanishamerican.org
or mail to:
The Spanish American Committee
4407 Lorain Avenue, Cleveland, Ohio 44113