

The Alzheimer's Association is a national voluntary health organization dedicated to assisting people with dementia and their families, raising public awareness, research, and public advocacy. The California Southland Chapter is the largest chapter nationwide and is recognized for its rapid growth and innovative programs.

Position Title: Senior Accountant
Los Angeles Office
Full-time position

General Summary:

Responsible for timely and effective management of accounting data, preparation of journal entries, monthly bank reconciliation, reports for various funding sources, maintenance of subsidiary ledgers, and other financial functions.

Responsibilities

- ◆ Prepare monthly adjusting entries
- ◆ Prepare monthly bank reconciliations
- ◆ Maintain subsidiary ledgers and prepare adjustments as needed
- ◆ Provide data to outside auditors
- ◆ Prepare online tax return
- ◆ Prepare quarterly updates to allocation tables and updates to recurring entries
- ◆ Track various grants and projects and prepare reports and billings
- ◆ Assist with preparation of the annual budget
- ◆ Review annual 1099 forms
- ◆ Assist with maintenance of the accounting system
- ◆ Review payroll entries
- ◆ Assist with managing outside monitoring by various funding sources
- ◆ Perform back-up to Staff Accountant
- ◆ Assist with special projects
- ◆ Other duties as assigned

Qualifications/Experience Required:

- ◆ Bachelor's degree in finance or accounting, or four years of work experience as an accountant
- ◆ Knowledge of MS Office Suite with proficiency in Excel and Word
- ◆ Experience with accounting software
- ◆ Familiarity with internet
- ◆ Successful background screening

Send resume and cover letter to: Alzheimer's Association
Attn: Human Resources – SA/LA
5900 Wilshire Blvd., Ste. 1100
Los Angeles, CA 90036
Email: alzlajob@sbcglobal.net (Word attachments only)
No Telephone Calls