



POSITION ANNOUNCEMENT

Accountant Assistant

About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Home Energy Assistance Program, Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit www.lacasanwk.org and be sure to follow @lacasanwk on all social media platforms.

Who we Seek

La Casa de Don Pedro seeks an Accountant Assistant who will support the Controller in assisting with the day-to-day administration and operations of the Fiscal Office. To be successful in this role, the Accountant Assistant should be knowledgeable in entering vendor information into accounting software system, process quarterly and monthly expense report, and a team player. The Accountant Assistant will serve as an integral member of the Fiscal Office team and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

Duties and Responsibilities:

- Enter vendor information into accounting software system.
- Reviews Accounts Payable invoices and confirms correct distribution code.
- Processes invoices and issues payment to vendors in absence of Accounts Payables personnel.
- Review purchase requisition, request codifications to ensure they are charged to the correct GL account.
- Process quarterly and monthly expenditure reports for grants as assigned.
- Records the account receivable into MIP.
- Responsible for tracking Accounts Receivable collections.
- Verify that the cash disbursement journal is imputed correctly into MIP.
- Records the cash received daily.
- Assists in the monthly allocations.
- Assist with the preparation of the fiscal audit.
- Verify and record revenues monthly.
- Assist with filing of invoices and purchase requisitions.

- Enters budget into MIP.
- Prepare journal vouchers and reclassifications as assigned.
- Performs other related duties as assigned.

Educational, Required Skills and Experience Requirements:

- Associates Degree with a concentration in Accounting or Business along with one year of experience or High School Diploma with three years of bookkeeping or accounting experience.
- Must possess intermediate level Excel skills.
- Familiarity with MIP accounting software.
- Must be able to multitask with multiple projects and be detailed oriented.
- Should possess excellent verbal and written communication skills.
- Professional business attire required.

Physical Requirements:

- Prolonged periods of sitting at desk and working on a computer.

**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.*

Compensation, Schedule, and Other Information:

- **Employment type:** Full-time
- **FLSA status:** Non-exempt
- **SOC code:** 43-3030
- **Reports to:** Controller
- **Schedule:** Monday – Friday; 9:00am – 5:00pm
- **Compensation:** \$20.60 per hour
- **Fringe Benefits:** Health, employee assistance program, vision, dental, life insurance, paid time off, paid sick leave, and 401k retirement plan offered.

To Apply

- Please send a resume along with a thoughtful cover letter via e-mail to careers@lacasank.org with “**Accountant Assistant**” in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sexual orientation, gender identity and pregnancy), status as a parent, national origin, age, disability (physical or mental), protected genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law. We encourage candidates from historically underrepresented backgrounds to apply.