



Job Announcement

Los Angeles, CA

Job Title: Finance & Accounting Manager

Full Time Position – Exempt (Hybrid Position)

Salary Range: \$75-\$90K

What We're Looking For:

Urban Peace Institute is seeking a Finance & Accounting Manager who is responsible for financial reporting, developing, and maintaining accounting practices and procedures to ensure accurate and timely financial statements in accordance with regulatory requirements for funders and nonprofit organizations. The Finance & Accounting Manager is responsible for general ledger management, monthly year-end, and grant year closings, accounts payable, funder's reports, and audit preparation. The Finance & Accounting Manager also supervises fiscal staff to ensure work is properly allocated and completed in a timely and accurate manner. These positions address tight deadlines and will have contact with senior-level managers, and funders, which requires strong interpersonal communication skills both written and verbal.

Key Responsibilities, Oversight & Leadership:

- Responsible for oversight of UPI's accounting, budget, and payroll functions.
- Assist in the development and implementation of goals, policies, and procedures relating to fiscal management, budget, accounting, and payroll.
- Establish and maintain financial system controls and develop procedures to improve systems.
- Ensure an accurate and timely monthly, fiscal year end, and grant year-end close.
- Ensure the timely reporting of all monthly financial information.
- Manage/Supervise payroll, invoicing/reporting, receivables, payables, cash receipts, accounts payable, and general ledger functions.
- Ensure the accurate and timely processing of accounts payable,
- Responsible for budget review, accuracy, and presentation. Monitors financial activity to help department managers manage their budgets.
- Responds to inquiries from the Director of Finance, the Development team and other UPI staff members regarding financial results and special reporting requests.
- Work with the Director of Finance and Operations to ensure a clean and timely year-end audit.
- Acts as liaison for all financial monitoring reviews and audits.
- Trains staff and senior management in fiscal processes.
- Monitor cash flow.
- Ensure timely filing of tax forms including 1099s, Form 990
- Perform other duties as necessary to achieve department and agency financial objectives.

EXPERIENCE, KNOWLEDGE, SKILLS, AND EDUCATION YOU SHOULD POSSESS:

- B.S. degree in Accounting or Finance.
- Four or more years accounting experience. Three or more years of management or supervisory experience. Minimum of two years' recent experience in a non-profit agency.

- Must have thorough knowledge and experience implementing GAAP and strong internal controls; knowledge of non-profit government funded accounting and Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.
- Experience with accounting software programs and Microsoft Office is required. Knowledge of fund accounting systems, a plus
- Excellent analytical ability and process development skills.
- Must have strong multi-tasking and organizational skills. Excellent oral and written communication skills.
- Communicate effectively with all levels of management and Funders.
- Experience working with ethnically diverse groups and commitment to principles of social justice.

Annual Salary: \$75,000 - \$90,000. Includes health, dental and vision benefits, and generous retirement package. Parking is also included.

*Urban Peace Institute is an “at will” and equal opportunity employer committed to a diverse and inclusive workforce. **Women and people of color are encouraged to apply.***

Organization Mission & History:

UPI is a leading nonprofit in the field of community safety, policing, and systems reform to end community and gang violence. For nearly two decades, UPI has worked to develop and implement innovative solutions to address community violence and engage in ground-level system reform. UPI’s mission is to create thriving communities by implementing solutions to reduce violence, achieve safety, and improve health. For more information, please visit www.UrbanPeaceInstitute.org

To Apply:

Please send resume and cover letter stating interest in the position specifically detailing: 1) experience with accounting, finance, and/or grants and contract management, 2) why you are interested in working with UPI, and 3) commitment to urban peace issues and/or social justice to:

ATTN: Tim Shugrue, Finance Director
1910 W. Sunset Blvd., Suite 800, Los Angeles, CA 90026
Or e-mail to: tshugrue@urbanpeaceinstitute.org

Application Deadline: Open Until Filled