



Location: 1301 Pine Ave. Long Beach CA 90813

Classification/Status: Exempt/ Full-Time

About The Guidance Center (TGC):

The Guidance Center is a private, nonprofit community agency incorporated in California in 1946. We operate four mental health service delivery sites in southeast LA County, including Long Beach, San Pedro, Compton, and Avalon (Catalina Island). The mission of TGC is to provide comprehensive mental health treatment to our community's most disadvantaged children and their families struggling with mental illness and abuse, leading them toward a positive and productive future. TGC offers a competitive benefits package including medical, dental, vision, 403b with employer match, vacation, and 14 paid holidays. ***All employees must be vaccinated and have the booster against COVID-19 in accordance with applicable law. TGC will evaluate requests for exemption in accordance with applicable law.***

Summary Statement:

Reporting to the Chief Financial Officer (CFO), the position handles various aspects of accounting. As such, the Accounting Manager has direct responsibility for maintaining general ledger accounts, administering Accounts Payable, and receivables, grants, cash receipts and reconciles sub-ledgers to the general ledger, and producing various accounting and financial reports.

Responsible for compliance issues such as: DMH audit; workers comp insurance audit; annual CPA audit, 403(b) audit, etc. Responsible for preparing journal entries, detailed reports and account reconciliations. Must understand and maintain client, employee and agency confidentiality, and exercise a common sense understanding in carrying out directions and/or instructions, both written and oral, and in their handling of routine problems/situations. Work independently with minimal supervision to manage several projects simultaneously.

Regular attendance is an important factor in employee's job performance in order for The Guidance Center to maintain efficient operations. When employees are absent, schedules and commitments fall behind, and other employees may need to assume added workloads. Employees are expected to report to work as scheduled and on time.

Qualifications:

A Bachelor of Science degree required and minimum of 4-5 years' experience in accounting with knowledge of GAAP. Prefer Department of Mental Health (DMH) or other county contract experience. Possess the ability to work independently with little supervision. Must have strong work ethic, and attention to detail, with analytical problem-solving ability. Ability to prioritize workload, maintain confidentiality, and work well with others. Highly skilled in dealing with financial and numeric data. Must be flexible, willing to learn, capable of taking directions and working with multiple levels of management especially in a culturally diverse, non-profit environment.



Computer literate in Microsoft Office programs, such as Word, Excel and Outlook. May be required to have experience in or possess the ability to learn, PowerPoint, Publisher, Access or related database management software. Experience with Sage Accounting Software is an asset.

Must have vehicle and maintain a valid CA driver's license and automobile insurance, or other reliable transportation to travel to cities in Long Beach, San Pedro, Compton, or other areas in which the Center does business.

Duties (but not limited to):

1. Responsible for accounting functions including maintaining subsidiary and general ledgers, recording fixed assets, reconciling accounting records and other related work.
2. Ensure complete, accurate, timely and consistent monthly, quarterly and annual financial reporting. Ensure compliance with organizational and government policies and procedures.
3. Prepares, analyzes, and reconciles all financial statements and related reports including but not limited to balance sheets, income statements, cash-flow reports, budgets, and variance analysis.
4. Analyze the general ledger and reconcile balance sheet accounts and subsidiary Accounts.
5. Actively participate in the month end closing process with analysis and journal preparation.
6. Assists with all budget process activities; forecasts all company operational and financial aspects.
7. Assist with CPA auditors' preparation of data for annual audit and Form 990 filing.
8. Establishes, modifies, and coordinates the implementation of accounting systems, policies, and procedures.
9. Set up and close out of fiscal year in accounting system.
10. Monitor government contracts and private restricted funding to ensure full utilization financially.
11. Assist with DMH reporting including, but not limited to, beginning, mid-year and final Service Delivery Plans.
12. Complete EDD Census report online and prepare economic census to Department of Labor.
13. Assist with annual DMH Cost Report, G/L data and actual cost.
14. Provides day-to-day guidance and oversight of subordinates; actively works to promote and recognize performance
15. Assist in developing Finance Department related policies and procedures.
16. Knowledgeable of, or possess the ability to learn and adhere to the prevailing governmental laws and regulations regarding employee/patient's rights to confidentiality and limits thereof including compliance with HIPAA, federal and state laws.
17. Assists with special projects as required. Prepare, as needed, schedules and analysis that may be required by Management in a timely manner.
18. May be asked to deliver or pick-up important documents from/to other agencies in the greater Long Beach/downtown Los Angeles area.
19. As a member of The Guidance Center, there is also a requirement to keep abreast of HIPAA security rules, and relevant regulatory body's administrative, physical, technical and security guidelines and laws as relevant to scope of responsibilities.



Equal Employment Opportunities:

The Guidance Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion (including religious dress and grooming practices), gender, sexual orientation, gender identity, national origin, age, disability, pregnancy (including breastfeeding and conditions related to breastfeeding), genetic information, marital status, ancestry or status as a covered veteran in accordance with applicable federal, state and local laws. The Guidance Center complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training. We are firmly committed to maintaining a work setting in which people of diverse backgrounds and lifestyles may grow personally and professionally.

The Guidance Center expressly prohibits any form of unlawful employee harassment based on an individual's race, ancestry, color, religion (including religious dress and grooming practices), national origin, marital status, sex (including sexual harassment and gender identity), sexual orientation, disability (physical or mental including HIV/AIDS diagnosis), pregnancy (including breastfeeding and conditions related to breastfeeding), medical condition (cancer and genetic characteristics), age (40 or over), military and veteran status, or exercising the right to any legally provided leave of absence in the application of any policy, practice, rule or regulation. Improper interference with the ability of The Guidance Center employees to perform their expected job duties is absolutely not tolerated.

How to Apply:

For immediate consideration, please submit resume to humanresource@tgclb.org