



Job Posting: Staff Accountant

Location: Long Beach, CA

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 against COVID-19 in accordance with applicable law. The Guidance Center will evaluate requests for exemption in accordance with applicable law.***

Summary Statement:

Manages and executes accounts payable and receivables, grants, cash receipts and reconciles sub-ledgers to the general ledger. Calculates, posts, verifies, and keys necessary information to obtain and record financial data for use in maintaining accounting and statistical records. 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. Prefer Department of Mental Health (DMH) or other county contract experience. Possess the ability to work independently with little supervision. 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 has business.



Responsibilities:

1. Responsible for accounting functions including maintaining subsidiary and general ledgers, recording fixed assets, reconciling accounting records, reviewing journal payments vouchers, and other related work.
2. Ensure complete, accurate, timely and consistent financial reporting. Ensure compliance with organizational and government policies and procedures.
3. Review and prepare reports from various insurance invoices in order to determine the cost to each program.
4. Prepare and issue 1099 forms to independent contractors.
5. Prepare for and participate in Workers Comp/Payroll audit.
6. Prepare data for Form 990 filing.
7. Responsible for annual fundraiser revenue and expense reports plus calculation of sales tax on in-kind items.
8. Set up and close out of fiscal year in accounting system.
9. Complete EDD Census report online and prepare economic census to Department of Labor.
10. Assist with DMH reporting including, but not limited to, beginning, mid-year and final Service Delivery Plans.
11. Assist with annual DMH Cost Report, G/L data and actual cost.
12. Recap A/R billing and cash receipts.
13. Reconcile all bank accounts and oversee all bank and money market accounts.
14. Prepare financial statements and run the Actual vs. Budget Variance Report.
15. Serve as back up to payroll.

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, 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