



**Position:** Assistant Controller  
**Program:** Finance  
**Department:** Finance  
**Reports to:** Controller  
**Compensation:** DOE  
**Status:** 100%, Full-Time, Regular, Exempt  
**Probation:** 180 days  
**Benefits:** Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan

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**JOB SUMMARY:**

The Assistant Controller must have a strong accounting, and grants accounting/compliance background that will work closely with the Accounts Payable Manager/Senior Grants Manager/Accounting Manager/Controller/CFO and is responsible for a wide variety of financial and accounting projects and tasks, including overseeing accounts payable, and the grants management area.

**ESSENTIAL FUNCTIONS:**

- 1) Train and supervise accounting staff; including answering questions, reviewing their work, preparing and conducting annual evaluations; and actively seeking to develop them professionally;
- 2) Review in detail monthly grants and general accounting entries, account analyses and reconciliations;
- 3) Review in detail and post all accounts payable transactions to the Purchasing module in Microsoft Dynamics GP;
- 4) Prepare wire transfers for online vendor payments;
- 5) Review balance sheet, income statement and various supporting schedules for the fiscal year-end audit;
- 6) Facilitate ongoing grant-related federal, state and county audits;
- 7) Prepare the month-end closing schedule and coordinate with other departments to ensure a timely monthly closing process;
- 8) Work closely with other departments to obtain timely and accurate departmental information such as client/patient data, various cash receipts, revenue and expenses;
- 9) Maintain updates to the Los Angeles LGBT Center's (Center) Accounting Policies & Procedures to improve processes to achieve timely and accurate monthly reports, as well as to maintain proper levels of internal controls;
- 10) Maintain updates to various schedules and templates;
- 11) Assist Controller with the annual financial audit and monthly reporting to management and the Board of Directors;
- 12) Assist Controller with various tax returns and other government-required forms;
- 13) Provide support to the Controller that includes, but is not limited to, various agency filings, compilation of materials for grant/annual financial/benefit plan/worker's compensation audits, tax returns (Forms 990, 199, 109, etc.) and ad hoc special projects for the Center as needed;
- 14) Prepare various agency correspondences to grantors, auditors, banks and other external entities;
- 15) Assist the Controller and CFO as needed including preparation of packages for meetings and audits;
- 16) Review in detail and approve departmental requisitions in Workplace;
- 17) Participate in staff meetings, planning meetings and other meetings as needed;

Page 1 of 2 – See page 2 for Job Qualifications and Experience

E-mail cover letter and resume as an attachment to [jobs@lalgbtcenter.org](mailto:jobs@lalgbtcenter.org)

website: [www.lalgbtcenter.org](http://www.lalgbtcenter.org)

Or submit a cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.



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**JOB QUALIFICATIONS AND EXPERIENCE:**

- 1) Experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people.
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people.
- 3) 5-8 years of accounting experience, preferably in non-profits and B.S./B.A. in Accounting;
- 4) CPA very strongly preferred;
- 5) Working knowledge of Microsoft Office including Excel, Word, and PowerPoint; Experience with Access database and Microsoft Dynamics GP accounting system highly desirable;
- 6) Very strong knowledge of GAAP, nonprofit accounting guidelines, and internal controls;
- 7) Thorough knowledge of grants regulations and compliance requirements;
- 8) Excellent organizational, verbal and written communication skills;
- 9) Detail-oriented and able to follow directions;
- 10) Ability to multi-task and quickly change gears in a fast-moving environment;
- 11) Ability to prioritize competing deadlines;
- 12) Excellent supervisory skills and an excellent team player;
- 13) Ability to work with the team in the details to get the job done;
- 14) Proven inclination to independently identify problems and implement successful solutions;
- 15) Proven focus on superior internal and external customer service;
- 16) Self-starter, able to work overtime, when needed;
- 17) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment;

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