

# FAMILIES FORWARD

<b>Job Title:</b>	<b>Junior Accountant</b>
<b>Reports to:</b>	<b>Controller</b>
<b>Education:</b>	<b>Completed or pursuing a bachelor's degree in Accounting or related field.</b>
<b>Experience:</b>	<b>Minimum of 2 years' experience in a similar role in a non-profit environment is preferred. Prior experience with Financial Edge software highly desirable.</b>
<b>Position Status:</b>	<b>Non-Exempt, Full Time</b>

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## **Job Summary:**

Families Forward seeks a talented professional to join our mission-driven accounting team as a Junior Accountant. The position is based in Irvine, CA and reports directly to the Controller. The Junior Accountant will support the day-to-day activities of the finance department. This role requires a strong understanding of all aspects of nonprofit accounting including budgeting, grants, cost accounting, and Generally Accepted Accounting Principles (GAAP). We are looking for an individual to contribute to the overall efficient operation of the team and help Families Forward be fully aware of its financial condition in order to serve as many families as possible.

## **Essential Duties and Responsibilities:**

- A/P, A/R, journal entries, bank reconciliation and all bookkeeping through financial statement preparation.
- Grant reconciliation.
- Participate in the timely completion of month-end closing.
- Create ad hoc reports and analyses as required.
- Annual 1099 reporting.
- Assist Controller in year-end audit and tax returns.
- Attend monthly staff meetings and other meetings as requested.

## **Job Qualifications:**

- An analytical and detail-oriented mind.
- Strong problem-solving skills.
- Ability to deliver on deadlines.
- Accuracy and attention to detail is absolutely required, as well as a track record of reliability, confidentiality, and conscientious work habits.
- A solid understanding of GAAP and the monthly closing cycle.
- Moderate to advanced Excel skills.
- Experience with Blackbaud Financial Edge and Raisers Edge software a big plus!
- Completed or pursuing a bachelor's degree in Accounting or a related field.
- 2+ years of experience in a similar role.
- Non-Profit Accounting experience preferred.
- Ability to occasionally lift or carry 25 pounds.
- Maintain valid California Driver License and State-mandated Auto Insurance.

**Please send resume to Marissa Hall at [mhall@families-forward.org](mailto:mhall@families-forward.org)**

**Note:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.