

Position: Staff Accountant  
Report to: Controller  
Salary: \$24.04 to \$26.44 per hour  
Status: Full-time, non-exempt  
Introductory Period: 90-day Introductory Period  
Benefits: Generous benefits package: medical, dental, vision, paid time off (PTO), 403B retirement benefits after 90-day introductory period

**The mission of the Institute for Public Strategies (IPS) is to work alongside communities to build power, challenge systems of inequity, protect health, and improve quality of life.**

*IPS is a diverse, inclusive workplace, where employees are valued and respected for their different perspectives, experiences, backgrounds, and contributions. We are proud to be an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Accommodations will be made for individuals with disabilities who are otherwise qualified and able to perform the functions of this position.*

The Institute for Public Strategies (IPS) is seeking a **full-time Staff Accountant** for a company that focuses on preventing substance use disorders and related harms using equity centric community-level strategies. This position requires a creative problem solver who can manage the details without losing sight of the big picture. The candidate must work well as part of a diverse team with varying ideas and work styles. This position is based out of Mission Valley in San Diego.

#### **ESSENTIAL FUNCTIONS:**

1. Obtain and maintain a thorough understanding of the financial reporting and general ledger structure
2. Assist with an accurate and timely monthly, quarterly and year-end close by preparing journal entries, general account analysis, and account reconciliations
3. Process full Accounts Receivable and Accounts Payable processes – includes but not limited to reconciling vendor balances to aging reports, audit coding invoices to purchase orders and packing slips, reconciling credit card accounts, reconcile petty cash and gift card inventory; managing monthly employee expenses; monitor prepaid expenses for training, travel and airfare
4. Manage, maintain, and submit employee payroll semi-monthly, which includes reconciling all payroll liabilities to the general ledger, investigating and resolving discrepancies and prepare monthly payroll accrual entries
5. Verify that transactions comply with GAAP and the organization's policies and procedures
6. Assist with monthly billings for contracts/grants; provide support with budget forecasting activities; assist with budget modifications of contracts.
7. Prepare annual sales/use tax return, property tax exemptions, business licenses
8. Prepare quarterly Bureau of Labor Statistics reports
9. Complete Monthly Debarment & Exclusions on all active employees, interns and Consultants and Subcontractors
10. Assist with annual financial audit and grant/contract audits
11. Monitor contract/grant expense activities to ensure contract compliance
12. Assist with developing and maintaining documentation of current controls, processes, practices, and workflows
13. Communicate regularly with the Executive Management Team to ensure cohesiveness.
14. Other duties as assigned

#### **JOB QUALIFICATIONS AND EXPERIENCE:**

1. Bachelor's degree in a related field
2. Minimum two years of Staff Accountant level experience
3. General knowledge and implementation of accounting principles
4. Non-profit accounting knowledge
5. Hands-on experience working with Sage MIP Fund Accounting software experience or similar accounting software
6. Excellent computer skills and knowledge - Intermediate level Excel (lookup tables, pivot tables)
7. Detail-oriented with a high level of accuracy and strong data entry
8. Willingness to take direction, function as part of a team, and work collaboratively with others
9. Ability to think and learn quickly and strategically
10. High level of comfort with ambiguity and flexibility
11. Strong work ethic – exhibits willingness to go above and beyond
12. Ability to establish culturally sensitive working relationships with diverse populations
13. Flexibility – the ability to adapt to change quickly
14. Willing and able to work periodic weekends and/or evenings, as well as travel

**PREFERRED QUALIFICATIONS:**

1. Bilingual capacity

This job description describes the general nature and level of work of this position. This is not a complete list of all responsibilities, duties and skills required. All IPS employees may be required to perform duties outside of their normal responsibilities from time to time.

Must have a valid California Driver's License and an insured, reliable vehicle to use during work.

Position will require FBI background check/fingerprinting and drug testing. However, **lived experience should not deter anyone from applying.**

To apply, please send cover letter and resume to [staffaccountant@publicstrategies.org](mailto:staffaccountant@publicstrategies.org) in a single PDF.