

Position: Accounting Assistant
Report to: Senior Controller
Salary: \$19.23 to \$24.04 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 Accounting Assistant** 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. This position offers the opportunity for growth in the accounting field. 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. Assist the Controller in executing all financial-related functions in accordance with GAAP and the organization's policies and procedures, which may include the following:
2. Assist with accurate and timely monthly, quarterly, and year-end close processes
3. Manage, maintain, and submit employee semi-monthly payroll
4. Prepare and/or review purchase requests and enter bills in accounting software
5. Record payments received in accounting software
6. Ensure proper coding for all credit card receipts and reconcile credit card accounts
7. Process monthly employee expense reimbursements
8. Reconcile petty cash, gift card inventory, and prepaid expenses
9. Assist with monthly billings for contracts/grants
10. Prepare annual sales/use tax return, property tax exemptions, business licenses, and quarterly Bureau of Labor Statistics reports
11. Complete Monthly Debarment & Exclusions on employees, interns and Consultants and Subcontractors
12. Assist with annual financial audit and grant/contract audits
13. Monitor contract/grant expense activities to ensure contract compliance
14. Assist with developing and maintaining documentation of current controls, processes, practices, and workflows
15. Communicate regularly with the Executive Management Team to ensure cohesiveness
16. Perform administrative functions as needed
17. Other duties as assigned

JOB QUALIFICATIONS AND EXPERIENCE:

1. Bachelor's degree in a related field
2. Minimum two years of accounting 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. Ability to work well independently, with minimal supervision
11. Effective time management and organizational skills
12. Competency handling sensitive information
13. High level of comfort with ambiguity and flexibility

14. Strong work ethic – exhibits willingness to go above and beyond
15. Ability to establish culturally sensitive working relationships with diverse populations
16. Flexibility – the ability to adapt to change quickly
17. 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 access to 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 accountingassistant@publicstrategies.org in a single PDF.