



## **CBI Staff Accountant Job Announcement**

### **Company Description**

Community Build Inc. is a non-profit organization founded in 1992 in response to the civil unrest which rocked the South L.A. community. The goal of organization is to revitalize South L.A. through human investment and commercial and economic development. We are looking for a talented individual to join our team as an HR Generalist.

### **Job Summary**

The Staff Accountant will prepare financial reports to track the organization's assets, liabilities, profit and loss, tax liabilities, and other related financial activities.

### **Responsibilities**

- Performs general accounting and other related duties in the accounting department.
- Prepares monthly accounts receivable billings.
- Codes invoices, sets up new accounts, reconciles accounts, and closes the monthly books.
- Reconciles customer accounts and manages accounts receivable collections.
- Verifies payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
- Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
- Coordinates with software vendor to maintain accounting software system; recommends updates to enhance the accounting software as appropriate.

### **Required Skills**

- Extensive knowledge of general financial accounting.
- Understanding of and ability to adhere to generally accepted accounting principles.
- Highly proficient with SAGE MIP accounting software.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite or similar software.



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### **Education and Experience**

- Bachelor's degree in Accounting required.
- Three to five years of accounting experience required.
- Non-profit work experience a plus.

Job Type: Full-time

Pay: \$70,000.00 - \$75,000.00 per year

Submit Resume to [hr@communitybuild.org](mailto:hr@communitybuild.org). No phone calls please.