



## HISPANIC SCHOLARSHIP FUND

**Position:** Manager, Accounting  
**Reports to:** Senior Vice President, Finance and Accounting  
**Location:** Gardena, CA

### Who We Are/What We Do

Founded in 1975, the Hispanic Scholarship Fund empowers Latino families with the knowledge and resources to successfully complete a higher education, while providing scholarships and support services to as many exceptional Hispanic American students as possible. HSF strives to make college education a top priority for every Latino family across the nation, mobilizing our community to proactively advance that goal – each individual, over a lifetime, in every way he/she can. HSF also seeks to give its Scholars all the tools they need to do well in their course work, graduate, enter a profession, excel, help lead our nation going forward, and mentor the generations to come. As the nation's largest nonprofit organization supporting Hispanic American higher education, HSF has awarded over \$550 million in scholarships to more than 75,000 exceptional individuals, and delivers a range of programs to students, parents, HSF Scholars, and Alumni. For more information about the Hispanic Scholarship Fund, please visit [HSF.net](http://HSF.net).

### Position Summary

The Accounting Manager will help maintain and promote the financial health of the organization by assisting the finance and accounting department in managing daily financial operations, including accounts payable, cash receipts, accounts receivable, and general ledger activities. This position will assist in the monthly financial close process, ensuring timely and accurate recording of all activity and reconciliation of all required accounts. The Manager will assist in the development and management of the accounting and financial reporting policies, procedures, internal controls, and segregation of duties with the highest level of confidentiality, thus enabling HSF to effectively and efficiently achieve its mission.

### Job Requirements

- **General Duties**

- **Daily Operations**

- Manage
- Bank reconciliation duties
- All accounts payable duties
- Process Payroll and related journal entries for payroll and benefits
- Employee expense reimbursement
- Liaise with other key business groups to provide support and analysis
- Monitor compliance with generally accepted accounting principles and procedures
- Maintain fixed asset module and fixed asset accounting and tracking
- Manage corporate credit card system

- **Accounts Payable/Receivable and General Ledger Activity**

- Ongoing

- Prepare journal entries, accruals, and analytical procedures as part of the month-end close
- Process balance sheet and income statement supporting schedules
- Assist in reconciling revenues between the Fund Development's CRM system and the accounting system
- Assist in ensuring proper and organized chart of account and grant code structure in the accounting system, in order to facilitate reporting, research, and data extraction

- Time-Sensitive

- Prepare and provide support during annual interim and year-end audits Assist in preparing the annual budget
- Assist with the preparation of all federal, state, and county tax and regulatory filings, including forms 990, 1099s, sales tax returns, etc.

- **Additional Responsibilities**

- Stay current on industry trends, as they relate to compliance, accounting and reporting.
- Manage and support operations and compliance of the accounting team
- Assist with additional responsibilities, as needed

*Equal Opportunity Employer*

## Qualifications

- **Education/Experience**
  - Bachelor of Science in Accounting or Finance (CPA not required)
  - 2-4 years of hands on experience with general ledger journal entry and month-end close preparation
  - Previous experience with short, month-end close timelines (5 business days)
- **Fit With Professional Environment**
  - Ability to prioritize, handles multiple tasks/projects, juggle changing deadlines, provide structure to team, and meet tight deadlines.
  - Ability to solve multiple problems at the same time
  - Ability to work in a start-up type of environment, where information is not always structured and/or routinely available
  - Ability to work in a small team environment and with all levels of staff and management
  - Ability to interact professionally with a diverse group of fellow team members, executives, managers, and subject matter experts
- **Technical Expertise**
  - Knowledge and experience with GAAP and fund accounting, a plus
  - Strong proficiency in Excel, including knowledge of pivot tables and other financial functions
  - Proficient in industry standard websites development IDE's, applications, and software
  - Strong proficiency in mid-range accounting software is important; proficiency in Sage MIP is a plus
- **Professional Skills**
  - Excellent analytical skills
  - Effective and excellent communication: written, verbal, and interpersonal, including presentation skills
  - Outstanding organization skills, strong listening skills, and extreme attention to detail
  - Able to maintain confidentiality of work-related information and materials
  - Meticulous attention to detail, with an overall passion for continuous improvement
  - Innovative and creative, with a logical and methodical approach to problem solving

## Other Criteria

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires:

- Constant sitting or standing,
- Some walking around, and
- Occasionally lifting no more than 20 lbs.

To Apply: email resume & cover letter to [employment@hsf.net](mailto:employment@hsf.net)