Position: Staff Accountant  
Reports to: Manager, 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 not-for-profit organization supporting Hispanic American higher education, HSF has awarded over $500 million in scholarships and provides a range of impactful programs for students, HSF Scholars, Alumni, and parents. For more information about the Hispanic Scholarship Fund, please visit HSF.net.

Responsibilities  
The Staff Accountant will report to our Accounting Manager. The Staff Accountant will be responsible for gathering and interpreting financial information effectively and analyzing data in a meaningful and concise way, while considering a broad range of interdependent issues. Identifies areas of change and makes recommendations while managing multiple demands and competing priorities. This individual will work with cross-functional teams throughout the organization to ensure accurate and timely delivery of requirements and consistent use of HSF’s reporting policies and systems.

Job Requirements

- General Duties  
  - Daily Operations
    - Monitor actual revenue and expenditures against approved budgets, pledges, and donations recorded in Salesforce data base
    - Prepare budget vs. actual reports and investigate and report on variances
    - Book pledges and their how they are allocated into Salesforce data base
    - Record and track changes for donations in Salesforce data base to ensure data integrity
    - Ensure that financial data used in reporting, forecasting, and budget is timely and accurate
    - Collaborate with all departments to maintain stable and robust accounting and management systems.
  
- Finance Responsibilities
  
  - Ongoing
    - Prepare financial and operational analysis relevant for strategic positioning and potential cost-saving and/or expense offset efforts
    - Assist with preparation of all financial reporting, including working with Development to report and track pending grant revenue
    - On a monthly basis, review all grants with open balances and report on their status to ensure timely completion and accounting

  - Time Sensitive
    - Assist with the annual budget process.
    - Prepare departmental budgets and forecasts in order to ensure accuracy and appropriateness
    - Assist in preparation of all financial reporting to donors

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• Additional Responsibilities
  o Assist with other projects and assignments as requested
  o Additional responsibilities, as needed

Qualifications

• Critical Attributes
  o 2-4 years of experience in financial planning and analysis, and the control, accounting and management of a large number of grants/programs or projects
  o Experience preferred in both for profit and non-profit environments
  o Must be enthusiastic, self-motivated, and possess the ability to execute with minimal direction.
  o Meticulous attention to detail, with an overall passion for continuous improvement
  o Innovative and creative, with a logical and methodical approach to problem solving
  o Credible and articulate
  o Previous experience with short, month-end close timelines (5 business days)

• Fit With Professional Environment
  o Ability to prioritize, handle multiple tasks/projects, juggle changing deadlines, provide structure to team, and meet tight deadlines
  o Capability to frame unstructured, complex, analytical problems
  o Ability to work in a start-up type of environment, where information is not always structured and/or routinely available
  o Ability to work in a small team environment and with all levels of staff and management
  o Ability to interact professionally with a diverse group of fellow team members, executives, managers, and subject matter experts

• Professional Skills
  o Excellent mathematical and analytical skills
  o Effective and excellent communication: written, verbal, and interpersonal, including presentation skills
  o Strong technical financial and accounting skills required
  o Outstanding organization skills, strong listening skills, and extreme attention to detail.
  o Able to maintain confidentiality of work-related information and materials.
  o Knowledge and experience with GAAP and fund accounting, a plus
  o Strong proficiency in Excel, including knowledge of pivot tables and other financial functions
  o Proficient in industry standard websites development IDE’s, applications, and software
  o Strong proficiency in mid-range accounting software is important; proficiency in salesforce.com and Sage MIP is desirable

• Preferred
  o Bachelor’s degree in Finance or Accounting from an accredited university
  o Experience as a cross-functional team member

Other Criteria

• Work may require occasional weekends and/or extended work days
• 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:

  o Constant sitting or standing,
  o Some walking around, and
  o Occasionally lifting no more than 10 lbs.

To Apply: email resume & cover letter to employment@hsf.net

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