



Organization: Strategic Concepts in Organizing & Policy Education (SCOPE)

Position: Staff Accountant

Employment Type: Part-Time, Hourly, Staff Position

Supervisor: Co-Executive Director

Position Description:

SCOPE seeks an experienced Staff Accountant to maintain and support sound financial and administrative systems that support the organization's work and staff. The Staff Accountant will facilitate the financial and administrative activities of the organization, including accounting operations and reporting, analysis, budgeting, and maintaining the organization's financial and administrative policies and procedures. The Staff Accountant will work closely with the Executive Leadership (Co-Executive Directors), Development Manager, Operations and HR Coordinator, outside accounting firm, and collaborate with all staff, to help achieve the organization's goals.

Organization Overview:

SCOPE builds grassroots power in low-income communities of color to eliminate economic, environmental, and racial disparities. Established in 1993 in response to the 1992 civil unrest in South Los Angeles, SCOPE's work is grounded in the needs and priorities of South LA residents, who are largely African American, Latinx, and immigrant, and live on the frontlines of pollution and poverty. As a membership-based organization, SCOPE plays a critical role in the movement for systemic change—organizing marginalized communities of color and poor and working-class residents to ensure that they have a powerful voice in the decisions that impact them. SCOPE organizes communities, develops grassroots leaders, builds alliances, and engages in strategic research and communications to advance policy solutions that shift power and resources to low-income communities of color.

Essential Duties and Responsibilities:

Financial (75%)

- Performs general accounting and other related financial duties for the organization, including: accounts payable/receivable, bookkeeping, banking, donation processing, data entry, grants management and reporting, budget development
- Maintains financial records and reports with accounting software, properly codes expenses and revenue, reconciles accounts, and assists in the monthly closing of books
- Processes disbursement requests including credit card purchases to ensure bills are paid on time
- Supports the recording and reconciliation of bank accounts and credit card accounts
- Tracks and verifies deposits, researches and corrects discrepancies
- Supports and maintains the administration of all internal and external financial reporting
- Supports and works closely with development and operations personnel regarding revenue and cost allocations for programs for both actual and budgets
- Assists with developing organizational, program and proposal budgets
- Compiles and provides data to SCOPE staff to ensure timely grant and budget reporting

Administrative (25%)

- Provide guidance, assistance and backup support to administrative staff who provide payroll, benefits and human resources services
- Collaboratively review and optimize current operations systems, policies and procedures
- Coordinates with staff and outside accounting firm to maintain accounting software systems, and recommends improvements to enhance the accounting software processes

Essential Knowledge and Abilities:

- Minimum of 3-5 years of accounting, finance and administration experience required
- Proficiency in playing a collaborative or supportive role with cross-organizational teams and systems
- A strong track record of successful accounting in a non-profit organization or related experience in for profit organizations
- Excellent written and oral communication skills
- Actively builds a culture of collaboration, accountability, and integrity
- Excellent time and work management skills and the ability to manage multiple projects efficiently through planning, prioritizing, executing and tracking both independently and collaboratively
- Meticulous attention to detail and documentation of work
- Strong analytical skills
- Progressive leadership experience with strong relationships and strategic decision-making skills
- Self-starter who is motivated and works well independently
- A natural collaborator and team-player with demonstrated problem-solving abilities
- Commitment to racial justice and building the capacity and power of low-income communities of color
- Knowledge of computers systems; Microsoft suite, Google, Outlook, Accounting Software – Quickbooks
- Extensive knowledge of non-profit management and operations
- Experience in supporting budget preparation
- Familiarity with grassroots organizing, voter engagement, and campaigns preferred
- Bilingual in English/Spanish is a plus

Work Environment: This position operates either remote or on site in a professional office environment. This role routinely uses standard office equipment such as computers, phones and photocopiers. The noise level in the work environment is usually quiet.

Physical Demands: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job requires that the employee must occasionally lift and/or move up to 20 pounds. Also required is the ability to listen, hear, speak, read, write, concentrate, and climb stairs, bend, and stoop. Must be able to use a telephone and computer to accomplish a variety of job tasks.

Employment Type: This is a part-time, non-exempt, hourly, at-will staff position of up to 20 hours/week. The schedule may fluctuate depending on organizational needs. Non-exempt employees serve a probationary period during their first six months of employment.

Compensation & Benefits: Competitive starting salary of \$35 / hour (dependent on experience), professional development, and room to grow professionally. SCOPE is a values-based organization committed to challenging discrimination and oppression—people of color and people of diverse gender identities and abilities are strongly encouraged to apply.

To Apply: Please submit 1) a one-page cover letter, 2) resume, and 3) three professional references via email to: scope-hr@scopela.org; include “**Staff Accountant**” in the subject line.