



## HISPANIC CENTER

of western michigan

### Accountant

#### Organization

Founded in 1978, The Hispanic Center of Western Michigan mission is "TO UNITE HISPANICS WITH RESOURCES THAT ENABLES THEM TO BECOME SELF SUFFICIENT AND EMPOWERED TO STRENGTHEN WEST MICHIGAN"

We do this through education, economic development and outreach.

For more information, please visit [www.hispanic-center.org](http://www.hispanic-center.org)

#### Position

The accountant will provide financial, human resource, payroll, contract management, administrative support to further the Hispanic Center's mission.

#### Responsibilities

- Oversee accurate processing of accounts payable, accounts receivable, cash receipts, and bi-weekly payroll.
- Provide contract support and serve as liaison between Hispanic Center and its contractors.
- Provide general accounting support to internal staff.
- Prepare and enter monthly accruals and journal entries.
- Maintain and reconcile general ledger accounts and bank accounts.
- Assist in processing 1099's at the end of the year and submit 1099 reports to vendors, IRS, the State of Michigan and the City of Grand Rapids.
- Support Accounting Manager with development of annual budget.
- Upload budget information in SAGE.
- Maintain and reconcile general ledger accounts and bank accounts monthly (AR, AP, CR, etc.)
- Prepare and enter monthly and year-end accruals and journal entries.
- Update HR and Accounting forms as needed (ex. mileage reimbursement, A/P schedule, tax forms, etc.)
- Maintain human resources data and perform day-to-day human resources tasks.
- Coordinate and provide administrative support for the recruiting, hiring, orientation, and departure process and paperwork of employees.
- Assist with managing employee benefits according to our handbook.
- Interview, train and manage assigned interns.
- Work with internal and external staff on team projects as assigned or appropriate.
- Perform other duties/projects as assigned by Accounting Manager.

#### Qualifications

- Bachelor's degree required in accounting or related field
- At least two years of professional experience including strong writing and communication skills
- Knowledge of general accounting principles, accounts payable, accounts receivable, and payroll
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Strong problem-solving skills and detail oriented
- Ability to work independently and to effectively organize and prioritize work
- Experience with Accounting & Payroll Software