



Job Opening: Charter School Accountant

Reports to: Chief Financial Officer

Department: Accounting

Job Type: Full Time, In Person - 1385 N 1200 W, Salt Lake City UT 84116

Pay Range: Annual Salary \$85,000-\$95,000 depending on experience

Guadalupe Center is looking for a qualified Accountant for our Charter School program. This is a full-time, in-person position, Monday through Friday. This position is a vital part of the Accounting and Business Team and will focus on the duties listed below as well as advancing the mission of the organization.

RESPONSIBILITIES

Key duties included, but are not limited to the following:

General Accounting for the Charter School

- Daily cash management and review of bank accounts
- Monthly bank reconciliations
- Monthly/annual financial close
- Journal entry adjustment preparation
- Maintain established accounting controls
- Program accounting

Training and compliance

- Attend bi-annual state finance training and others as required
- Attend grant bidder's conferences
- Assist in completing annual assurances

Accounts Payable – Charter School

- Review and approval of A/P invoices and coding
- Review of issued checks

Grant management

- Coordinate with grant writer to complete charter grant applications
- Annual/Periodic fiscal grant reporting
- Ensure compliance with grant requirements and allowable expenses
- Point person for onsite monitoring visits for various grants

State reporting

- Annual AFR-APR to the state
- Quarterly Transparency reporting to the state
- Annual payroll/compensation report to the state
- Timely completion of all other finance-related items on Annual Reporting Calendar

Accounts receivable

- Billing of reimbursable grants
- Tracking receivables
- Preparing monthly allotment deposit journal entry
- Intercompany receivables reconciliation

Financial reporting

- Includes monthly balance sheet, income statements, budget projections

- Report to Charter Board and Finance Committee monthly. Others as needed

Budgeting

- Preparation of the charter school annual budget and revisions as needed
- Maintain program budgets and manage expenses within each program
- Provide monthly budget vs. actual reports to department managers
- Quarterly program budget review and projections

Audits

- Prepare trial balance all financial records for the annual financial audit
- Coordinate auditor requests with support personnel for completion
- Ensure alignment with annual compliance checklist provided by the state

Technology Coordinator

- Liaison between onsite tech support and end-users
- Supervise inventory tracking
- Equipment checkout
- Light tech support

Food program oversight

- Coordinate communication between food service director and department managers
- Review reimbursement claims

PREFERRED QUALIFICATIONS

An ideal candidate has:

- Bachelor's degree in accounting
- 2 years of experience in accounting
- Detail Oriented
- Fluent in English (Spanish helpful)
- Understanding of GAAP/GASB helpful
- Ability to learn new accounting systems quickly
- Excellent communication and analytical skills

About Guadalupe Center

Guadalupe Center is a licensed 501(c)(3) nonprofit organization in Salt Lake City, Utah that exists to transform lives through education. We offer personalized academic education, life-skills learning, and wrap-around services in one place—for Salt Lake's immigrant, refugee, and impoverished children, parents, and adult learners. For nearly six decades, we've been A Place to Learn, Belong, and Thrive.

To Apply

Submit your cover letter, resume, and 3 professional references to Colleen Baum
colleen.baum@guadutah.org.