



## **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@quadutah.org](mailto:colleen.baum@quadutah.org).