**Associate: Jones & Associates**

Jones & Associates is a full service accounting and financial services firm, serving the nonprofit industry exclusively. J & A has been expanding and is now seeking an accounting associate to service several new and existing accounts. Centrally located in the mid-Wilshire area, J & A recently was recognized by the market research firm Inavero as a recipient of their “Best of Accounting” award, based on client satisfaction. More information on the firm can be found at [www.charityaccounting.com](http://www.charityaccounting.com).

**The Position**

This is a full time position with a solid benefit plan that includes full medical insurance, vacation pay, sick pay and retirement contributions.

This position is important to our ability to deliver the highest possible quality of service, accuracy and work consistency to our clients. Therefore strong analytical and logic skills are important as is the ability to grasp the big picture while focusing on details. The ideal candidate will start at the entry level with potential to grow into a higher level position over time.

*Responsibilities for our clients:*

* Data entry for accounts payable and accounts receivable
* Process credit card, invoice, and other transactions
* Manage bank reconciliations
* Payroll and benefits administration
* Maintain client files
* Enter journal entries
* Respond to ad-hoc requests from clients
* Prepare reports as required

*Specific preferred skills & experience include:*

* Bachelor’s degree in accounting, finance or economics preferred
* Bookkeeping experience
* Proficiency in Microsoft Office, QuickBooks, MIP/Abila, and other accounting software packages
* Strong communication skills and able to effectively communicate with a variety of people
* Excellent organizational skills and attention to detail
* Ability to juggle multiple projects in a fast-paced environment to meet changing requirements and deadlines
* Deep commitment to the success of our staff, our clients and their missions

Due to the confidential nature of our work, the individual must be able to maintain confidential information and exhibit a high level of professional integrity, meet professional standards and exercise good judgment at all times.

To apply, please e-mail a cover letter and resume to careers@charityaccounting.com