

Public Works Group

POSITION: Staff Accountant

INTRODUCTION:

Public Works Group is a 501(c)(3) nonprofit organization dedicated to working with schools, government, parents and communities by providing services and resources to educate and inform children, youth and families in the areas of public education, social services and workforce development. With a staff size of approximately 50 employees, its primary area of operations is Learning Works, a public charter school. The Public Works research team provides consulting services to government agencies and other community-based organizations and additional programs are provided locally in Pasadena through Community Works.

Learning Works Charter School (LW) serves approximately 350 students annually providing a personalized, rigorous academic program and relevant life skills to traditionally underserved students in grades 6-12 who have withdrawn or are in danger of withdrawing from mainstream education without attaining a high school diploma. LW's main campus is located in Pasadena with a resource center, Learning Works@Homeboy, offering the same program in Boyle Heights at the Youth Reentry Center.

DESCRIPTION:

Under the direction of the Director of Finance, the Staff Accountant is responsible for supporting the finance department by performing a range of accounting duties to ensure the financial health and integrity of the organization under the primary areas of contracted consulting work, public charter school finance and reporting, community-based programming, and non-profit fundraising. This role involves detailed record-keeping, supporting the Director of Finance with all required non-profit and charter school financial reporting, two annual audits, and managing day-to-day accounting systems for four program areas/entities under one non-profit organization. The Staff Accountant also works closely with the HR & Payroll Associate as a member of the finance team to support organizational efficiency.

JOB RESPONSIBILITIES:

- **Financial Management:**
 - Record, classify, and reconcile financial transactions, including accounts payable and accounts receivable.
 - Perform monthly bank and credit card reconciliations and manage cash flow.
 - Prepare invoices and manage subcontractor/vendor payments.
 - Support an efficient finance department including maintaining and updating office forms and processes for petty cash, gift cards, and student needs.
- **Grant, Donor and Fundraising Management:**
 - Record and track incoming donations and grant revenue, manage grant budgets, timelines and reporting requirements.
 - Maintain donor, vendor and client database (Filemaker) and prepare donation letters for monetary and in-kind donations.
 - Support fundraising events including event budgets, reporting and ticket sales.
- **Reporting & Compliance:**
 - Follow organizational financial policies & procedures; uphold internal controls for fiscal compliance.

- Ensure proper allocation of expenses according to organizational chart of accounts, grant restrictions and charter school regulations.
- Generate monthly, quarterly, and annual budgets and financial reports.
- Support the Director of Finance with required annual charter school and organizational external audits, tax filings including 1099s and other required reporting.

DEMONSTRATED KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Strong organizational and communication skills.
- Detail oriented with ability to manage multiple priorities and meet deadlines.
- Experience with grant reporting and compliance.
- Proficient with Microsoft Office applications (Word, Excel, PowerPoint).
- Proficient with database applications (FileMaker Pro).
- Knowledgeable of accounting practices and systems, Generally Accepted Accounting Principles (GAAP).
- Self-starter able to anticipate problems and exercise creative problem-solving skills.
- Able to work well with others in a fluid work setting.
- Commitment to the mission and values of Public Works Group.

EDUCATION, CREDENTIAL AND EXPERIENCE:

- Bachelor's degree in accounting, finance or related field.
- Minimum of 3-5 years of accounting experience, preferably in a non-profit or charter school setting.
- Proficiency in Excel and accounting software (AccountEdge for Mac desirable).

Salary Range:

- Full time salaried (exempt) 40 hour per week position, \$68,640 - \$72,800

SIGNATURE ACKNOWLEDGES RECEIPT AND UNDERSTANDING OF THE JOB DESCRIPTION

I have read the above role description, have had the opportunity to ask questions and understand the nature of my role and its importance in meeting the organization's goals and objectives. I understand that the specific functions of this role may change from time to time to meet the evolving needs of the organization.

Employee's Name (Please print): _____

Employee's Signature: _____

Date: _____

Job description revised October 21, 2025