

Work to prevent cruelty to animals, join Society for the Prevention of Cruelty to Animals Los Angeles (spcaLA) as its Director of Finance. spcaLA seeks a candidate with a proven background in nonprofit finance to lead the fiscal operations and ensure the financial health of Los Angeles' first and finest animal welfare organization. Reporting to the President/CEO, the Director of Finance is responsible for all aspects of accounting.

At spcaLA, you will enjoy a competitive salary, excellent benefits (including 401K with matching), and the satisfaction of knowing your work makes a meaningful difference to people and animals in our community.

## Key Responsibilities

- Oversight of the monthly and annual close process
- General ledger account analysis
- Preparation of financial statements, audit, and tax schedules
- Budgeting and forecasting
- Cash management
- Payroll processing
- Supervision of staff accountants and day-to-day department operations
- Exemplification of spcaLA's core values of compassion and respect for others as a member of the spcaLA Management Team

## Key Duties

- Bank and Investment account reconciliations
- Cash Receipts batch postings
- Payroll review
- Fixed Asset acquisition, disposal and purge reports
- Review, download and distribute Board and general financial statements
- Month-end investment income posting
- Pledge Receivable reconciliation
- Sales tax prepayments and quarterly return
- Form 1099/1096 processing
- Prepare Form 571-L Property Tax Returns and Welfare Exemption Claim
- Review and calculate City Sheltering Contracts
- Prepare month & year-end journal entries
- Provide all documentation required for the annual audit and Form 990 preparation
- Liaise with the Board, banks, brokers, auditors, tax preparers, City representatives
- Prepare Letter of Credit Compliance Certificates
- Record stock gifts in the financial record
- Review and maintain G/L accounts
- Analyze and advise on the financial aspects of lease, insurance, purchase, and other agreements
- Support the agency in all financial endeavors, and provide support, guidance, and analysis in other areas as needed

**Key Qualifications**

- Bachelor's degree in Finance, Accounting, or related field (Master's preferred)
- 7+ years' financial management experience (Nonprofit preferred)
- A full working knowledge of financial and managerial accounting as well as an understanding of tax accounting
- Strong knowledge of accounting software (Blackbaud's Financial Edge 7/NXT preferred)
- Proficiency with Microsoft Office Suite programs and payroll management software (ADP Payroll Now preferred)
- Experience with merchant account management solutions

This is a full-time, exempt position with benefits. Salary depends on the length and breadth of experience.

This position is based at the spcaLA Administrative Office in Los Angeles (5026 W Jefferson Blvd), but the Director of Finance will periodically work remotely and at other spcaLA locations.

To apply, email your resume and cover letter to [jobs@spcaLA.com](mailto:jobs@spcaLA.com).