SENIOR ACCOUNTANT POSITION

WHO WE ARE

Local Government Commission (LGC) (LGC) is a 501(c)3 nonprofit organization fostering innovation in environmental sustainability, economic prosperity, and social equity. We work to build livable communities by fostering local leadership and regional collaboration, advancing policies at local and state levels, and implementing solutions as a technical assistance provider and advisor to local jurisdictions. We believe that change is best advanced at the local level and we support those who are dedicated to improving their communities.

Our current program areas include Water, Community Design, Climate Change, Energy, and National Service. In our mission to build livable communities and local leadership, we strive to address inequities throughout our work: in our events and network opportunities; as we advance policies through local and state engagement; and as we provide technical assistance to local jurisdictions. Our work supports those dedicated to improving their communities, and we believe that change is best advanced at the local level.

WHAT WE OFFER

The LGC supports staff by providing opportunities for professional development and training in a collaborative work environment. A strong work-life balance is encouraged and supported through flexible work schedules, a focus on staff engagement, and employee appreciation. Staff have the opportunity to engage and participate in both internal and external organizational initiatives and play an important role in a variety of projects that are positively impacting communities across California.

This position is full-time and exempt (salary) and is permanently remote. The annual full-time starting salary range for this position is $80,000 - $90,000 depending on qualifications.

LGC’s benefits package includes:

- 100% employer-paid medical, dental, and long-term disability coverage.
- Ten days of paid vacation time per year for the first two years and fifteen days after the second year, accrued on a pro-rata basis.
- Twelve days of paid sick leave per year, accrued on a pro-rata basis.
- Twelve paid holidays per year.
- 401K retirement plan with an employer contribution, which is currently up to 4% of salary.
WHO WE’RE LOOKING FOR
We are looking for a dynamic individual who is interested in an opportunity to use their accounting skills and experience in a position that provides the ability to grow their skills and build their knowledge in the accounting and finance space. We are seeking a motivated and committed individual with strengths in communications, organization, prioritization, problem-solving, with the ability to work both collaboratively and independently.

The Senior Accountant will perform tasks and services to support the organization and the Finance Department. This position plays a critical role in the overall success of the organization.

WHAT YOU CAN BRING
We are searching for candidates with the following key attributes and qualifications:

- A high level of efficiency and accuracy
- Intermediate to advanced knowledge of Excel
- Strong verbal and written communication skills
- Ability to train and manage staff
- Ability to work both independently and in a collaborative setting with excellent organizational, prioritization, and time management skills
- Ability to work remotely with minimal supervision

RESPONSIBILITIES

Essential Responsibilities Include:

- Monthly and ad hoc reporting
- Revenue recognition analysis and postings
- Month end account reconciliations and journal entries
- Annual audit preparations
- Train and mentor junior staff
- Assist with development and documenting of policies and procedures, including system requirements and internal controls

Requirements

- Bachelor’s degree in accounting or finance (CPA preferred)
- 5-7 years of general accounting experience (2+ years at senior level preferred)
- Intermediate to advanced knowledge of Excel

Additional Preferred Skills and Abilities

- ERP experience (Netsuite a plus)
- Familiarity with tools including Google Suite and Microsoft Office Suite

APPLICATION PROCESS & DEADLINE
Interested applicants should email their résumés, cover letters describing their qualifications and interest in the position, and three references to HR@lgc.org.

Candidates are requested to use the following headings and labels when submitting their application. References should be included directly in the email body.

- Email subject line: Senior Accountant Application [Full Name]
- Cover Letter attachment: First Initial.Last Name_Cover
- Resume attachment: First Initial.Last Name_Resume

Local Government Commission is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class. Our agency embraces a diverse & culturally rich workforce, and we welcome all candidates to apply.

This position will remain open until filled and interviews will be conducted on a rolling basis. The priority deadline is December 4th and the second priority deadline is December 11th.