



Position: Accountant
Location: Los Angeles, CA
Job Type: Part-time initially ,Full-time in the fall

About Vision To Learn

Vision To Learn is a non-profit organization that provides free eye exams and free glasses to students in low-income communities to give them every chance to succeed in school and in life. The program was founded in Los Angeles in 2012 and has since expanded to schools throughout areas of California, Delaware, Georgia, Hawaii, Iowa, Maryland, Michigan, New Jersey, North Carolina, and Pennsylvania.

Since our inception, Vision To Learn has provided over 300,000 children with eye exams and over 275,000 children with free glasses. Vision To Learn partners with school districts to provide eye exams and glasses (if needed), free of charge, to children in low-income communities with unmet needs for vision services. Our mobile eye clinics arrive at the school on a pre-scheduled date. We see an average of 20 students daily on our mobile clinic.

Job Summary -

Department [Finance and Accounting]

Reporting to the Chief Financial Officer (CFO), Accountant is responsible for all day to day accounting functions of the organization. The Accountant will report to and work closely with the CFO. In addition, she or he will collaborate regularly with the senior management and regional staff.

Responsibilities

- Maintaining financial reports, records, and general ledger accounts.
- Preparing journal entries, analyses, and account reconciliations and assisting with monthly close processes.
- Timely bank reconciliation
- Coordinate audits and timely filing of tax returns.
- Payroll processing and benefits administration.
- Manage accounts receivable and accounts payable functions.
- Work with insurance carriers and agencies to maintain necessary insurance policies.
- Monitor licenses and registrations with various federal and state agencies and ensure timely renewals.
- Review and process expenses for staff according to policy.

- Review credit card expenditure, related documentation, and policy adherence.
- Liaison with bankers and lenders.
- Assisting senior management and regional staff as needed.

Qualifications

- Bachelor's degree in accounting or finance required.
- 2+ years of accounting experience, preferably in non-profit.
- Excellent communication skills, both written and verbal.
- Working knowledge of GAAP.
- Strong numeracy and analytical skills.
- Good problem-solving and time management skills.
- Highly organized and detail-oriented
- Proficiency in Excel and preferably, experience or working knowledge in Sage Intacct.

Successful candidates will have a proven track record for success, with positive, proactive attitudes who are dedicated to our mission. Vision To Learn is a rapidly growing organization and team players are critical to our collective success. For more information please visit www.visiontolearn.org.

Vision To Learn is committed to a diverse staff and to a culture that holds equity as a value and a priority. VTL welcomes applicants who bring a variety of perspectives, experiences, and competencies. People of color, women, people with disabilities, and LGBTQIA+ persons are strongly encouraged to apply. VTL is an equal opportunity employer and does not discriminate based on race, creed, color, religion, ethnicity, national origin, party or political affiliation, sex, sexual orientation or gender identity, age, disability, veteran status, marital status, or any illegal or prohibited factor.

COVID-19 considerations:

In an effort to protect the health and well-being of our employees, we have implemented best practices for ensuring social distancing and a clean and safe work environment, including the provision of personal protective gear.

Qualified applicants should email resume and cover letter to careers@visiontolearn.org.