



501 N. Main Street, Los Angeles, CA 90012
www.lapca.org
T. 213 542-6200 F. 213 542-6272

JOB TITLE: Accounting Assistant
CLASSIFICATION: Part-time (16-24 hours a week); non-exempt; \$25.00 per hour
REPORTS TO: Deputy Director

ABOUT LA PLAZA

LA Plaza de Cultura y Artes is an anchor cultural institution in Los Angeles County centering the Latino experience and providing a space to uplift, share, and preserve the stories of Mexicans, Mexican Americans, and all Latinx people in Southern California. Established in 2011, LA Plaza operates as a non-profit organization governed by a board of trustees and partially funded by Los Angeles County. LA Plaza is a Smithsonian affiliate museum. More information is available at www.lapca.org.

THE OPPORTUNITY

The Accounting Assistant serves as the in-house point person responsible for basic accounting, bookkeeping, and banking tasks. The Assistant will work closely with LA Plaza staff to ensure timely and accurate submission of accounting requests and will be the liaison to the outside CPA firm.

PRIMARY RESPONSIBILITIES

- Support duties related to all accounting and bookkeeping functions.
- Compile and prepare routine reports and summaries.
- Process transactions, issuing checks, making cash deposits, and updating ledgers, budgets, etc.
- Prepare financial reports.
- Assist with audits, fact checks, and resolving discrepancies.
- Monitor and maintain Square retail account.
- Maintain confidentiality of all financial data.
- Interpret and apply accounting policies, rules, and regulations to all work to ensure compliance with applicable standards.
- Additional duties as assigned.

Qualifications and Desired Skills

- Basic bookkeeping/accounting education and 1-2 years of relevant, hands-on accounting experience.
- Beginner/intermediate skill set with QBO or similar accounting software.
- Strong math and computing skills.
- Competency with Office 365 and other associated applications/software.
- Highly organized, attention to detail, and exceptional follow-through.
- Highly dependable & reliable.
- Strong customer service skills.
- Professional demeanor.
- Exceptional at handling confidential information discreetly.
- Ability to take direction and work independently.
- Ability to communicate effectively with a wide range of personalities, age groups, and ethnicities.

WORK ENVIRONMENT

- Office environment in a museum setting.
- Significant computer work (repetitive movement – typing).
- Ability to perform the physical requirements of the job, including frequent sitting standing, walking, bending, kneeling, crouching, climbing stairs, lifting, pulling, and carrying up to 30 pounds.
- LA Plaza will make reasonable accommodations to enable individuals with disabilities to perform the responsibilities of the position.

SCHEDULE

- 16-24 hours per week
- Hybrid schedule – two days on site with flexibility for third day hybrid - that includes office work at LA Plaza in downtown Los Angeles, with opportunity for hours on occasional evenings and weekends.

COMPENSATION

- \$25.00 per hour

LA Plaza offers a competitive compensation package that includes:

- Holiday pay when on regularly scheduled workday.
- Vacation and Sick pay accrual
- Direct deposit of paycheck.
- Free parking.
- 20% discount in museum stores

LA Plaza de Cultura y Artes is an Equal Opportunity/Affirmative Action and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Employment background screening will be conducted and conditional upon any offer of employment.

HOW TO APPLY

Please send resume and cover letter, demonstrating your interest and qualifications, and at least three references to jobs@lapca.org with the subject line "Accounting Assistant."