Junior Accountant
Job Description

Program/Department: Financial Services
Direct Report: Sr Finance Manager
Classification/Compensation: Part-Time, $18+/hour depending on experience
Work Schedule: Mondays – Fridays 9:00 a.m. – 5:00 p.m.

East West Players, Inc. (EWP) is a non-profit organization with a mission of producing artistic works and educational programs that foster dialogue exploring Asian Pacific experiences.

EWP seeks a Junior Accountant to support the activities of the Financial/HR Department.

Responsibilities include, but are not limited to the following:

- Update financial data in databases to ensure that information is accurate in a timely manner
- Review and process of expense reports
- Assist with maintaining internal financial controls and procedures
- Assist with reviewing of expenses, etc. as assigned
- File, maintain, and distribute documents, records, and reports, including maintaining accurate historical records.
- Participate in preparation of supporting documentation, such as record books to assure work is completed within agreed upon time frames.
- Ensure accurate and appropriate accounting record entries; resolve accounting disputes
- Manage vendor W-9’s, and reporting and processing of all 1099’s.
- Interact with staff members throughout the organization, as well as vendors, who need assistance regarding payment procedures, budget codes, invoices, and payments
- Assist senior management in preparation of monthly/yearly closings
- Perform other duties as assigned.

Required Competencies:

- Must know basic accounting principles.
- Knowledge of Quickbooks and Microsoft Office Suite software
- Excellent organizing abilities and detail oriented
- Takes ownership and is proactive
- Ability to multitask and prioritize work effectively in a fast-paced environment

Preferred Experience in:

- Bachelor’s Degree in Accounting or Finance preferred
- 2+ years of relevant accounting experience
- Knowledge of relevant computer software (e.g. ADP)

Applicant Instructions:
Send resume, cover letter, and availability for work to team@eastwestplayers.org. Please make the subject line of your email “Junior Accountant”. No phone calls please.

EWP provides all persons with equal employment opportunities without regard to race, color, religion, sex, national origin, disability, age, veteran or marital status or any other characteristic protected by federal, state, or local law.