

# The Primavera Foundation - Pathways Out of Poverty

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## Accountant

### Description

#### PROGRAM DESCRIPTION AND JOB SUMMARY

The Primavera Foundation is a non-profit agency that has been co-creating pathways out of poverty and strengthening the Tucson community since 1983, through a variety of programs and services. This position performs accounts payable functions for the agency, as well as provide backup to other accounting and payroll functions. The successful candidate will be a highly-proficient, detail-oriented accounting professional, who can balance between a methodical, system-oriented approach and a sense of urgency/adaptability to change, while being driven to contribute to the success of Primavera's accounting team.

### Responsibilities

**DUTIES AND RESPONSIBILITIES** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by leadership):

- Process account payables and ensure proper coding, authorization and timely processing
- Process staff reimbursement payments and manage petty cash
- Maintain confidentiality of all data, records, and information
- Prepare financial reports as assigned
- Perform back up duties for the account receivables, Primavera Works invoicing and other areas when needed
- Reconcile the accounts payable ledger to ensure that all bills and payments are accounted for and properly posted.
- Process outgoing payments in compliance with financial policies and procedures
- Adherence to and demonstration of Primavera's guiding principles of integrity, respect, accountability, compassion, and leadership.
- Other duties as assigned by leadership

### Qualifications

#### KNOWLEDGE, SKILLS, AND ABILITIES

- Proficiency with basic accounting principles, practices and procedures
- Proficiency with Fund Accounting
- Excellent time management and organizational skills
- Effective verbal and written communication skills
- Ability to work under time restraints while maintaining the accuracy of data and processes
- Proficiency with computerized business accounting systems and spreadsheet applications

#### MINIMUM QUALIFICATIONS

- One year of college accounting courses
- Five years of professional fund accounting experience

### Hiring organization

Primavera Foundation

### Employment Type

Full-time

### Base Salary

\$ 20 - \$ 24

### Date posted

January 12, 2024

## **PREFERRED QUALIFICATIONS**

- Bachelors degree in Accounting/Accountancy
- Ten years of professional fund accounting experience

## **PHYSICAL ENVIRONMENT/CONDITIONS**

- Office cubicle environment, with moderate level of interaction and office noise
- Ability to work seated at work station daily, with intermittent standing, walking, bending stooping
- Visual acuity and hand dexterity to work with computer systems (monitor, keyboard), reports, and other data sources, reading/entering/processing data and figures
- Ability to use basic office equipment, including computer, fax machine, printers, copier/scanner, adding machine

## **Contacts**

To apply for this position, please submit a cover letter and resume via email to [jobs@primavera.org](mailto:jobs@primavera.org).

*The Primavera Foundation is committed to a discrimination-free workplace and to providing equal employment opportunities (EEO). No employees and applicants for employment will be discriminated against because of race, color, creed, religion, gender, gender identity, gender expression, actual or perceived sexual orientation, national origin, age, pregnancy, mental or physical challenging condition, marital or family status, amnesty, political affiliation, status as a covered veteran, or other protected characteristic in accordance with applicable federal, state, and local laws.*