

---

## **Job Description**

About the U. S. Dream Academy

Founded in 1998, U.S. Dream Academy's vision is to break the cycle of intergenerational incarceration that affects society's most vulnerable children and youth through an approach that emphasizes skill building, character building and dream building. The organization targets second grade through high school students and seeks to intervene at critical points in their education before it is too late to provide the necessary support. U.S. Dream Academy has served over 10,000 students to date in neighborhoods that are high risk to include high crime rates, high levels of poverty, and little access to high quality academic support. The organization currently operates in seven (7) cities including: San Bernardino, CA; Washington, D.C.; Baltimore, MD; Philadelphia, PA; Houston, TX; Orlando, FL; Salt Lake, UT. Due to the widespread demand for its program, U.S. Dream Academy is committed to expanding its reach to serve many more students than it currently serves and recognizes that it will need to build infrastructure and capacity in order to support this future growth. For more information, please visit:[www.usdreamacademy.com](http://www.usdreamacademy.com).

### **Required Skills:**

- Must be organized, detail-oriented, and able to communicate effectively, display personal initiative, exercise good judgment, and maintain high ethical standards and confidentiality.
- Ability to multi-task in a fast-paced environment, establish priorities and maintain flexibility
- Solid understanding of English language rules of composition and grammar with the ability to assist in the creation of short announcements or emails
- Ability to anticipate needs, think critically and recommend solutions in advance
- Knowledge of essential general office procedures
- Proficient use of all office machines – fax, copier, scanner
- Proficient use of Microsoft Office – specifically Word and Excel
- Working knowledge and understanding of accounting principles
- Skilled in general bookkeeping and math
- Proficient use of QuickBooks
- Must be a team player
- Minimum of four years of accounting and bookkeeping experience.
- Minimum of an Associate Degree in accounting.

### **Job Responsibilities:**

- Completes all bookkeeping functions including posting to QuickBooks, processing checks and credit card income and expenditures, issuing and following up on invoices, reconciling bank accounts, tracking and posting all data for online programs and grants, and preparing for an annual audit.
- Performs accounting function which includes but not limited to cash receipt, accounts payable, cash disbursement and accounts payable including posting journal entries.
- Processes payroll and all related functions.
- Ensures timely deposits of funds.
- Be able to reconcile financial reports, journal and assist the Director of Finance and Administration with monthly closings.

- Proficient in Microsoft Excel and able to prepare financial worksheets and analytical reports.
- Secures copies of receipts for all grant reimbursements.
- Maintains administrative and accounting records.
- Accurately distributes correspondence and answering of routine correspondence and establishes priorities.
- Excellent skills in online software usage, computer and information technology.
- Provides assistance to the Director of Finance and Administration.
- Other duties as assigned.

Job Type: Part-time