



Latin American
Association

JOB DESCRIPTION

JOB TITLE: Staff Accountant	LOCATION: Atlanta, GA
REPORTS TO: Accounting Manager	DEPARTMENT: Accounting
STATUS: Full-Time Position/Exempt	REVISED: 11/2025

About the Latin American Association

The mission of the Latin American Association (LAA) is to empower Latinos to adapt, integrate, and thrive. Our vision is 'Opportunity for all.'

The Latin American Association works to lower the barriers to economic mobility and prosperity that Latino immigrants face as they adapt and integrate into life in the United States. No other organization in Georgia serving Latinos has the geographic reach, breadth of services, expertise, and longevity that the LAA has.

Founded in 1972 to serve Atlanta's then-emerging Latino population, the LAA has grown to become the region's leading agency representing Latino issues. The LAA invests in individuals' and families' abilities to pursue education, employment, and other opportunities that lead to improved economic stability and quality of life. Our 53-year history and community-based mission render the organization truly unique in its work and capabilities. The LAA stands as the oldest, most trusted, and only fully bilingual organization in the region focused exclusively on the needs and concerns of the Latino community.

Serving nearly 44,000 individuals each year, the LAA offers Atlanta area Latinos an extensive range of evidence-based services, programs, and support to help them fully and successfully integrate into the community. Our core programs include: Family Well Being, Economic Empowerment, Immigration Legal Services, Youth Education and Adult Language Services.

Position Summary:

The Staff Accountant supports the organization's financial operations by maintaining accurate accounting records, ensuring compliance with GAAP and GAGAS, and supporting grants management, payroll, and reporting functions. This role works closely with the Accounting Manager, CFO, and program staff to ensure timely and accurate financial reporting, grant tracking, and budget management.

Key Responsibilities:

- Record and manage all accounting records in Sage Intacct.
- Process Accounts Receivable and Grants Receivable transactions.
- Review and verify Accounts Payable entries for accuracy and compliance.

- Reconcile all balance sheet accounts on a monthly basis.
- Administer biweekly payroll processing, with reports reviewed by the Accounting Manager.
- Prepare and post journal entries, allocations, account reconciliations, and other general ledger transactions.
- Prepare monthly financial and budget reports for the Accounting Manager and CFO, including variance analyses.
- Prepare and maintain the monthly Restricted Release report.
- Support the annual audit, single audit, and Form 990 preparation by providing necessary schedules and documentation.
- Manage federal and private grants, including tracking expenditures, allocating payroll, preparing reimbursement submissions, ensuring compliance, and coordinating with accounting, research development, and program teams to ensure proper spenddown.
- Track and process Capital Campaign activity.
- Maintain the fixed asset register and depreciation schedules within the accounting system.
- Perform weekly bank deposits and provide related reporting to management.
- Uphold strict confidentiality, ethical standards, and culturally responsive practices at all times.
- Perform additional accounting duties and projects as assigned.

Qualifications:

- Bachelor's degree in Accounting or related field, or equivalent experience.
- Minimum of 5 years of accounting experience, including work in the nonprofit sector.
- Demonstrated proficiency in GAAP and GAGAS accounting principles.
- Experience with Sage Intacct required; experience with RAMP and ADP a plus.
- Strong proficiency in Microsoft Office, including advanced Excel skills.
- Excellent organizational and time management abilities with a high attention to detail.
- Proven ability to prioritize, meet deadlines, and deliver high-quality work with accuracy.
- Strong verbal and written communication skills.
- Effective interpersonal skills and the ability to collaborate across all levels of the organization.
- Ability to work independently and as part of a team in a fast-paced environment.

This job description is not intended to detail every aspect of the position. The incumbent may be required to perform other related duties as assigned by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

To learn more about the LAA, visit us at: www.thelaa.org