



ACCOUNTING CONSULTANT

POSITION SUMMARY

Sister Cities of Long Beach, Inc. (SCLB) seeks to engage the services of a qualified Accounting Consultant to provide records keeping, tax filing and other non-profit organization filing requirements to an umbrella organization and its eight (8) subsidiaries. The Accounting Consultant will work closely with the Treasurer as an integrated member of the SCLB financial management team. The Consultant will help to further SCLB's accounting management goals that include:

- Organize and streamline transactions across the eight (8) subsidiaries
- Tax filing and other non-profit filing requirements in compliance with the 501(C)(3)
- Advise and prepare for sound organization practices in accordance with GAAP

ORGANIZATION

Sister Cities of Long Beach, Inc. (SCLB) is a 25-year-old 501c3 nonprofit organization charged with managing the city's global partnerships under the Sister Cities International (SCI) people-to-people international diplomacy program. SCLB is closely affiliated with the City of Long Beach, the entity holding membership in SCI., and the Port of Long Beach, a major funding source of the organization.

SCLB oversees 8 global partnerships, each of which has a community committee of volunteers charged with planning and implementing programs and activities that create meaningful exchanges between the two cities.

The SCLB Board of Directors has 17 members, 14 of whom are voting members comprising chairs of the 8 Sister City Committees and corporate, civic and community representatives appointed by the Mayor of Long Beach.

www.sistercitiesoflongbeach.org

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ROLES & RESPONSIBILITIES

- Consolidate Chart of Accounts across 8 subsidiaries
- Maintain records of all transactions for SCLB and across the 8 subsidiaries
- Bank statement reconciliation
- Work with Treasurer on quarterly reporting detail
- Provide internal audit for sound organizational practices, GAAP compliance and to support external audit requirements as needed
- Filings: Form 990, Form 199, plus other filing requirements with the Attorney General and Secretary of State in compliance with the 501(C)(3)

COMPENSATION

Commensurate with experience