

Accountant

El Zócalo Immigrant Resource Center seeks to contract an accountant to provide technical support to our growing organization's financial management and tax commitments.

Initial letters of inquiry/interest are being accepted now.

El Zócalo seeks to contract either an individual accountant on a very part-time basis or work with an accounting firm.

The accountant would be needed to supplement, support and provide accountability, transparency and oversight to the financial management, carried out by El Zócalo's staff during day-to-day operations.

Some areas our organization identifies where the support of an account would be valuable include

- a monthly review of books and financial records
- availability to answer accounting related questions
- provide oversight to ensure all monthly taxes are filed, paid and correctly processed
- prepare and file quarterly state, federal and unemployment reports
- prepare and file the organization's annual 990 tax return
- provide oversight, and some assistance and guidance for preparing grant-based budget reports

The accountant will generally not be needed for day-to-day bookkeeping tasks, check-signing, etc. but rather assist the organization with general financial oversight and guidance and tax preparations.

We are looking for an individual or firm with experience working with non-profit organizations and an understanding of the financial management of grants.

We welcome initial letters of inquiry sent via email to director@zocalocenter.org. A brief statement of you or your firm's interest, experience, availability, usual rates and ideas for building an impactful partnership are encouraged.

El Zócalo is a non-profit organization dedicated to serving an often marginalized population of Central Arkansas' immigrants, including those who have been victims of crime and other severe adversity. We would appreciate an accountant who values this work. We would also have a preference that the accountant be able to offer a limited percentage of services rendered as pro-bono.