



Building Character
in Young People

Staff Accountant
Part-Time (28 hours per week)
Detroit PAL is an Equal Opportunity Employer

About the Company: The Detroit Police Athletic League is a private, nonprofit corporation that, in partnership with individual volunteers and the Detroit Police Department, builds character in young people through athletic, academic, and leadership programs. The company is results-oriented and driven by its values of excellence, personal growth, and humility.

Responsible for:

- Monitors & helps maintain all aspects of the accounting system which includes, but is not limited to the General Ledger, Accounts Payable (including Purchase Order Processing), Fixed Assets, Accounts Receivable, Budgets and Reporting; including data entry.
- Prepare general ledger and bank account reconciliations;
- Assist the Accounting Manager in performing & monitoring duties related to the month-end close, year-end close and the annual audit;
- Perform other duties and undertake special projects as assigned.

Desirable Credentials, Skills and Traits:

- Minimum of 4 years of progressive experience in accounting, budgeting, financial analysis, and financial reporting for non-profit organizations;
- Proficiency in use of accounting software-Financial Edge or Peachtree experience preferred, general computer use, nonprofit fund accounting, and payroll reporting;
- Must be able to meet deadlines and work independently;
- Outstanding attention to detail;
- Must be well organized, detail oriented, reliable;
- Strong problem solving skills, solid accounting principles knowledge, documentation skills;
- High standards of excellence in execution; as well as exercise professional discretion and
- Trustworthiness and exceptional ethics.

Please submit your cover letter, salary requirements and resume to HR@detroitpal.org