

Accounting Clerk

Reports to: Accounting Manager

Start Date: June 1, 2026

GENERAL DESCRIPTION

Blueprint (www.blueprintfutures.org) is a non-profit, full-service real estate development firm offering an array of services tailored to meet the unique needs and goals of each of our charter school partners in California, Colorado, Texas, and Washington. By partnering with charter schools, we are helping to transform public education across the country, making college readiness and achievement more tangible for all by allowing school leaders to invest their time and resources where they belong – educating students.

The work at Blueprint is based on decades of experience building charter school facilities. Since 2004, Blueprint has completed over \$1.20B in total projects, leveraging philanthropy, private financing, and state funding to create 130+ campuses serving over 55,000 students across multiple districts and municipalities in our core regions.

Blueprint is looking for an Accounting Clerk to support the day-to-day accounting operations of the organization and its affiliated entities. This role is responsible for processing accounts payable and accounts receivable transactions accurately and on time, ensuring proper coding and cost allocation across entities, departments, and funding sources. The Accounting Clerk works closely with the Accounting Manager and Controller to maintain accurate financial records and support month-end close, audits, and other financial reporting needs. The Accounting Clerk should be based in or near Los Angeles and able to commute to our Downtown Los Angeles office at least once per week.

ROLES & RESPONSIBILITIES

Key responsibilities will include but are not limited to:

Accounts Payable (A/P)

- Review, code, and enter vendor invoices, employee reimbursements, credit card charges with appropriate supporting documentation and approvals.
- Ensure expenses are coded correctly to cost centers, projects, and entities based on cost allocation policies.
- Ensure appropriate approvals and documentation are in place prior to payment.
- Prepare and process check runs and ACH payments on scheduled payment dates and maintain proper documentation.
- Maintain vendor files and assist with annual Form 1099 preparation.
- Reconcile vendor statements and resolve discrepancies or payment issues promptly.

Accounts Receivable (A/R)

- Prepare and issue invoices to clients, tenants, borrowers, or funding agencies in accordance with contracts or grant agreements.

- Record deposits, payments, and other receipts in the accounting system, ensuring accurate coding by entity and funding source.
- Follow up on outstanding receivables and assist in collections as needed.
- Maintain supporting documentation for all receivable transactions.

Intercompany and Cost Allocation Support

- Assist with recording intercompany transactions among affiliated nonprofits and LLCs.
- Work with the Accounting Manager and Controller to ensure all cost allocation entries are properly supported and reconciled.

Month-End and Audit Support

- Assist with month-end close by reconciling accounts payable, receivable, and intercompany balances.
- Support preparation of audit schedules and provide requested documentation to auditors.
- Help maintain organized and complete electronic accounting files for all entities.

General Accounting Support

- Maintain accurate and organized digital and paper accounting records.
- Perform other accounting or administrative duties as assigned by the Accounting Manager or Controller.

QUALIFICATIONS

Ideal candidates will have:

- Associate's or Bachelor's degree in Accounting, Finance, Business, or a related field.
- 3–5 years of increasing responsibility in accounting roles, with hands-on experience in both accounts payable and accounts receivable.
- Experience working with multiple entities or cost centers, ideally in a nonprofit or fund accounting environment.
- Strong understanding of expense coding, intercompany transactions, and cost allocations across departments, programs, or entities.
- Proficiency in accounting software (Sage 50/Peachtree), online bill pay systems (Ramp, bill.com) and Microsoft Excel
- Demonstrated accuracy, attention to detail, and strong organizational skills.
- Ability to prioritize tasks, meet deadlines, and maintain high-quality work under supervision of senior accounting staff.
- Commitment to integrity, confidentiality, and the mission of the organization.

Preferred:

- Experience supporting annual audits and preparing documentation for external auditors.
- Familiarity with grant accounting, nonprofit financial reporting, and 1099 compliance.
- Experience working with intercompany agreements or shared service allocations.

HYBRID WORKING ENVIRONMENT

Blueprint utilizes a hybrid workforce model. Employees work remotely and convene at least once a week or more as necessary.

Blueprint

Any applicants should ensure they meet the basic technical skills and have the proper equipment to be effective in a temporary telecommuting environment. Blueprint will provide employee with a laptop, including a built-in speaker and webcam for videoconferencing capability, as well as a computer mouse and keyboard. Applicants will need to verify that they have reliable access to the following:

- High-speed, stable internet
- Headset or headphones with a microphone
- Cell phone
- A private, quiet space to work
- Reliable transportation to office in downtown Los Angeles

COMPENSATION

Annual salary of \$65,000. Benefits package including health, dental, and vision insurance as well as 401(k) matching contributions.

TO APPLY

If interested, please send a resume and cover letter to info@blueprintfutures.org.

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