



Date: February 2023

Position: Accountant

The Organization:

The mission of Los Angeles Center for Law and Justice (LACLJ) is to secure justice for survivors of domestic violence and sexual assault and empower them to create their own futures. LACLJ is a non-profit law firm serving survivors throughout Los Angeles County. LACLJ's primary practice areas are family law and immigration. However, LACLJ strives to provide clients with holistic legal services and has a growing criminal justice advocacy practice, housing practice and appellate practice. Additionally, through our integrated legal/social worker service model, LACLJ Community Advocates provide supportive services such as education, safety planning, accompaniment, and linkages to other service providers as part of the legal team. LACLJ is committed to a trauma-informed and culturally-responsive workplace and service provision.

The Work:

The Accountant will report to LACLJ's Director of Finance and will be working closely with the administrative team. The Accountant will prepare financial reports to track the organization's assets, liabilities, profit and loss, tax liabilities, and other related financial activities. The Accountant will also be assisting with general grants management including, but not limited to, grants applications, budget creation/modification, budget tracking, and reporting.

Supervisory Responsibilities:

- None.

The Position:

The primary responsibilities of this position include:

- Maintain the general ledger, verify and post transactions to journals, ledger, and other records. Monitor funding and transaction accounting for all grants and programs.
- Prepares periodic (monthly) balance sheets, profit and loss, and cash flow statements.
- Codes invoices, sets up new accounts, reconciles accounts, and closes the monthly books.
- Reconciles bank accounts monthly, verifies deposits, and addresses inquiries from banks.
- Reconciles customer accounts and manages accounts receivable collections.
- Verifies payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
- Assists with payroll and payroll processes as needed.
- Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
- Assists with annual budgeting process, expense analyses, projections, and other budget-related items.
- Federal and state grants management, including grants applications, budget creation/modification, budget tracking, staff time allocations, projections, compliance, invoicing, monitoring/audits, etc.
- Coordinates with the development team, completes donor reconciliations, prepares fundraising reports, and other items as needed.
- Files required tax forms with federal, state, and local government agencies.
- As appropriate, coordinates with software vendor to maintain accounting software system; recommends updates to enhance the accounting software.
- Performs other related duties as assigned.

Essential Job Skills and Abilities:

All candidates must have:

- Bachelor's degree in Accounting, Finance, or related discipline.
- Three to five years of accounting experience.
- Extensive knowledge of general financial accounting and understanding of and ability to adhere to generally accepted accounting principles.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Strong interpersonal skills and an ability to work collaboratively with a dynamic team.
- Strong technology and software skills, including Microsoft Office Suite, etc.

Preferred candidates will also have one or more of the following:

- High proficiency with QuickBooks.
- Accounting experience in a non-profit.

Working Conditions and Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Work to be performed remotely or in an office setting at a workstation.
- Concentration on tasks while facing distractions.
- Attendance at meetings, both remote and in person, in and outside the LACLJ offices, and requires applicants be located in Southern California.
- Use of office machines such as computers, photocopiers, and telephones, in addition to virtual office platforms.
- Ability to work at and travel between the LACLJ main office at 5301 Whittier Blvd. in East Los Angeles and other locations as needed.
- LACLJ complies with all Los Angeles County Covid-19 Vaccine mandates, which may require candidates to provide proof of Covid-19 vaccinations and boosters.

Salary and Benefits:

Salary ranges from \$55,000 to \$60,000 per year depending on experience, non-exempt position. LACLJ offers full-time staff a 35-hour work week, casual office environment and as well as a generous benefits package and paid vacation leave including 100% employer-paid medical (Kaiser), dental, vision, long-term disability, life insurance and the option to participate in a 403(b) retirement plan and dependent and health flex savings accounts (FSA).

To Apply:

Please send a cover letter and resume to Marilyn Florentino, Office Manager, via email to marilyn@laclj.org with the position title in the subject header. Applications will be accepted until the position is filled.

Los Angeles Center for Law and Justice is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, disability, or sexual orientation.