# **LEGAL AID OF SOUTHEASTERN PENNSYLVANIA, INC.**

# **Job Announcement**

# **Accounts Payable Specialist – Norristown/Montgomery County, PA (NEW04172024)**

SUMMARY

Legal Aid of Southeastern Pennsylvania, Inc. (“LASP”) seeks a dependable, detail-oriented professional with a solid background in accounts payable who will provide professional, efficient, and accurate support to its busy Finance Team and mission-driven operations. LASP provides civil legal services to low-income individuals and families with a staff of 80+ employees working in 9 offices in Bucks, Chester, Delaware, and Montgomery Counties in the Philadelphia suburbs. Cases focus on fundamental human needs including housing, protection from domestic violence, family law, and basic income support. LASP also provides fresh starts for those facing obstacles to decent housing and employment due to expungable criminal records or debt. The position is part-time and based in Norristown at LASP’s administrative office.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Process accounts payable including coding and verifying expense calculation, and route checks for signature/mail;
2. Review and reconcile vendor statements to ensure the company is current and payments have been accurately applied;
3. Conduct record-keeping for 1099 vendors;
4. Utilize remote deposit software for weekly bank deposits and present physical deposits to the bank (as needed);
5. Maintain and balance ledgers and related financial records;
6. Reconcile monthly credit card and bank statements and collect related supporting documentation;
7. Maintain record of voided checks;
8. Assist with audit preparation and execution and grant monitoring;
9. Address and resolve vendor and other related financial issues or inquiries with co-workers, vendors, and management in a courteous and professional manner;
10. Prepare journal entries for Controller;
11. Maintain various financial spreadsheets;
12. Maintain vendor files and A/P filing;
13. Retrieve mail from local office and distribute to Executive Team;
14. Sort & date stamp incoming fiscal mail;
15. Other duties as assigned.

SUPERVISOR: The Accounts Payable Specialist will report directly to LASP’s Controller but will also have significant interaction with other LASP executive team members, including the Executive Director, Chief Counsel, Director of Operations, and Human Resources Manager.

QUALIFICATIONS:

Required:

* High school graduate or equivalent
* Understanding of, and/or prior experience with full cycle AP process
* Prior usage of accounting software
* At least 2+ years prior experience
* Ability to multi-task and problem solve in a semi-autonomous environment

Preferred:

* Associate degree or higher in relevant field including Business Administration, Accounting, or similar field
* Understanding of Generally Accepted Accounting Principles (GAAP)
* Prior usage of Sage 50 accounting software
* Prior usage of MS 365 Office Suite with an emphasis on Outlook, Excel, OneDrive and SharePoint
* Experience with non-profit AP process

SALARY RANGE: Depending on education, experience and qualifications the salary range for this position is $25 - $35 per hour.

LASP is an equal opportunity employer and will not discriminate in the recruitment, selection, or advancement of employees on the basis of race, color, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, genetic information or on any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within LASP, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. LASP makes hiring decisions based solely on qualifications, merit, and current business needs.

TO APPLY: Send resume and cover letter, including the job title (Accounts Payable Specialist) to Elise Wilson-Coles, Human Resources Manager, at Legal Aid of Southeastern Pennsylvania, by email to [Hiring@lasp.org](mailto:Hiring@lasp.org). Position will remain open until filled.