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

# **Job Announcement**

# **Staff Accountant – Norristown/Montgomery County, PA (NEW05062024)**

**SUMMARY**

Legal Aid of Southeastern Pennsylvania, Inc. (“LASP”) seeks a Staff Accountant to apply generally accepted accounting principles to analyze, record, and process financial information and prepare financial reports. 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 handled by LASP 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 full-time and based in Norristown at LASP’s administrative office. Staff currently work on a hybrid basis. The successful candidate will be expected to perform in-office work as well as be able to work remotely.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include:**

1. Analyzing and recording financial information to ensure accurate documentation of business transactions in the accounting records;
2. Conducting thorough account analysis and preparing related reports as needed;
3. Managing grant billing accounting processes, including calculating monthly billings, preparing invoices, and monitoring receivables;
4. Recording cash receipts and reconciling them to bank statements;
5. Handling payroll journal entries and reconciling them with bank statements.
6. Performing monthly bank reconciliations;
7. Assisting in the preparation of monthly cost allocation model including reimbursement requests and budget revisions;
8. Maintaining account reconciliation analyses for Statement of Financial Position reports;
9. Conducting various accounting and internal controls with an emphasis on continuous process improvement;
10. Assisting with the year-end audit conducted by independent accountants, providing necessary documentation and support as requested.
11. Other duties as assigned.

**QUALIFICATIONS:**

Required:

1. Bachelor’s degree in accounting with 2+ years of relevant work experience or an Associate degree with 5+ years of relevant work experience. Experience in nonprofit accounting is required;
2. Proficient computer skills, including experience with accounting software and the Microsoft Office suite;
3. Familiarity with advanced Excel tools such as Pivot Tables and V-Lookup;
4. Ability to read and interpret contracts, grant documents, lease agreements, and operating policies and procedures;
5. Strong communication skills, both oral and written, to effectively interact with internal and external stakeholders;
6. Proven ability to work independently and to seek information and assistance proactively;
7. Meticulous attention to detail and the ability to manage multiple projects while prioritizing tasks effectively.

Preferred:

1. Experience with Sage 50 accounting software and OneDrive/SharePoint;
2. Knowledge of grant cost allocation and profitability analysis.

**SUPERVISOR**: The Staff Accountant 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.

**COMPENSATION AND BENEFITS**: Salary range for this position is $55,000 to $65,000. Salary is commensurate with experience. Excellent benefits, including a 401K retirement plan with generous employer contributions, health insurance option in which 100% of premium costs are provided, ancillary benefits, and generous leave provisions including paid holidays, floating holidays, personal leave, vacation, sick, and parental leave.

**EQUAL OPPORTUNITY EMPLOYER:** LASP is an equal opportunity employer and will not discriminate in the recruitment, selection, or advancement of employees based on 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 (Staff Accountant) to Elise Wilson-Coles, Human Resources Manager, at Legal Aid of Southeastern Pennsylvania, by email to Hiring@lasp.org. Position will remain open until filled.