



JOB ANNOUNCEMENT
(Please Post)

Accountant
Sacramento, California
Full-Time
Permanent

POSITION: Accountant

TO APPLY: Send résumé, cover letter and three (3) professional references (including name, title, phone number and email address) to:

Sharon Hulett, Director of Finance
Legal Services of Northern California
517 12th Street
Sacramento, CA 95814
shulett@lsnc.net

If sending application via email, please attach materials as a single PDF.

APPLICATION DEADLINE: January 31, 2024

START DATE: February 2024

ORGANIZATION DESCRIPTION:

Founded in 1956, Legal Services of Northern California (LSNC) provides high quality civil legal assistance to low-income people, older adults, and people with disabilities in 23 northern California counties.

RESPONSIBILITIES:

Under the supervision of the Director of Finance and Accounting Managers, the Accountants will:

1. Administer a variety of budgets and ensure that accounting transactions are processed in accordance with approved budgeting and financial plans.
2. Assist in organizational budget preparation, budget administration and budget control.
3. Prepare and submit to funding agencies reimbursement and funding reports.
4. Assist in cost allocation and expense distribution.
5. Prepare complex journal entries that meet government auditing and accounting standards.
6. Prepare bank reconciliations using fund accounting software.
7. Create subsidiary reconciliation ledgers for prepaid, accounts receivable, accounts payable and other asset and liability accounts.
8. Reconcile and enter credit card entries into the accounting software.
9. Maintain and control the organization's fixed assets including the biennial physical inventory and depreciation schedules.
10. Provide support to office and program managers in branch offices concerning administrative and accounting procedures, budget preparation, equipment purchases, and other support as needed.
11. Participate in preparation for annual audits, monitoring visits, and other site visits of funders.

KNOWLEDGE: Solid understanding of accounting procedures, methods, practices, and terminology used in financial and statistical record keeping and reporting. Knowledge of fund accounting or government accounting systems. Knowledge of management techniques, principles and practices used in written and oral interpersonal communication. Preferred knowledge of OMB Uniform Guidance cost principles.

SKILLS: Ability to work under pressure and successfully meet deadlines. Ability to handle and shift priorities in a fast-paced environment. Highly detailed oriented and organized with the ability to follow complex instructions. Strong organizing, planning, and coordinating skills. Ability to make mathematical computations rapidly and accurately and to operate ten-key by

touch. Excellent communication skills. Ability to communicate effectively, both orally and in writing.

EXPERIENCE/EDUCATION: Four (4) years of complex accounting experience preferably in a non-profit, multi-office, multi-funded program. Two years (2) college education in accounting or related field preferred.

SALARY: \$4,300 (Step 1) to \$6,078 (Step15) per month, DOE
See LSNC's Policy on Salary Scales and Placement at www.lsync.net/jobs

BENEFITS: Legal Services of Northern California offers an excellent fringe benefit plan.

**LSNC IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION
EMPLOYER AND ENCOURAGES WOMEN, PEOPLE OF COLOR, PEOPLE WITH
DISABILITIES, OLDER PEOPLE, AND LESBIAN, GAY, BISEXUAL, AND
TRANSGENDER PEOPLE TO APPLY.**