



JOB ANNOUNCEMENT
(Please Post)

Accounts Payable Specialist
Sacramento, California
Full-Time
Permanent

POSITION: Accounts Payable Specialist

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 Accounts Payable Specialist will:

1. Process full cycle weekly accounts payable with MIP fund accounting software to

include but not limited to reviewing, coding, and entering invoice information into the accounting system and issue checks or ACH payments.

2. Maintain vendor and journal voucher logs and files.
3. Prepare weekly electronic desktop deposits.
4. Prepare complex journal entries that meet government auditing and accounting standards.
5. Act as a liaison between management, employees, and the Finance Unit.

QUALIFICATIONS/KNOWLEDGE: Solid understanding of bookkeeping procedures, methodologies, practices, and terminology used in financial and statistical record keeping and reporting preferably in a nonprofit or government accounting environment. Knowledge of accounts payable in a multi-funded, multi-office program. Knowledge of general office procedures and clerical techniques.

SKILLS: Ability to work under pressure and successfully meet deadlines. Ability to handle and shift priorities in a fast-paced environment. Detailed-oriented with excellent mathematical and organizational skills. Superb time management skills. Proficient user of spreadsheets and accounting software. Ability to make mathematical computations rapidly and accurately and to operate ten-key by touch. Ability to maintain good vendor relationships and communicate effectively both in writing and verbally.

EXPERIENCE/EDUCATION: High School diploma or equivalent and specialized courses in accounting and business practices or equivalent experience. Two years' experience processing a large volume of weekly accounts payable invoices. Extensive bookkeeping knowledge including general ledger reconciliation. Experience working with diverse groups.

SALARY: \$3,750 (Step 1) to \$5,299 (Step 15) per month, DOE
See LSNC's Policy on Salary Scales and Placement at www.lsn.net/jobs

BENEFITS: Legal Services of Northern California offers an excellent fringe benefits 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.**