



**Job Announcement**  
(Please Post)

**Position:** Accounting Manager

**Location:** Legal Services of Northern California - Executive Office, 517 12<sup>th</sup> Street, Sacramento, CA 95814

**To Apply:** Send résumé, cover letter and three (3) references with telephone numbers to:  
Sharon Hulett, Director of Finance  
Legal Services of Northern California  
517 12<sup>th</sup> Street  
Sacramento, CA 95814  
E-Mail: [shulett@lsnc.net](mailto:shulett@lsnc.net)

**Application Deadline:** Open Until Filled

**Program 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.

**Principal Duties:**

- Provide leadership and supervision for the Finance Department in the Director of Finance's absence.
- Provide on-going support, training and guidance to all Finance Department personnel.
- Oversee weekly accounts payable processing, including expenditure coding, invoice processing and check preparation.
- Oversee weekly accounts receivable processing including coding and banking transactions.
- Oversee the timely processing of time and attendance records, cumulative sick, vacation and compensatory time computations.
- Assist, as needed, in payroll processing to include changes in earnings, deductions, tax withholdings, address changes, and other payroll related items.
- Responsible for reconciling and filing of all quarterly and annual payroll tax reports.
- Responsible for controlling, maintaining and monitoring all general ledger entries.
- Responsible for on-going cash flow analysis including transfers between bank accounts.
- Approve monthly bank reconciliations and monthly payable, receivable, and liability sub-ledger accounts.
- Oversee cost accounting of direct and indirect expenses. Ensure that expenses are distributed according to hours worked by individual employee by location and funding source. Ensure non-personnel cost accounting entries are calculated according to specified ratios and formulas.
- Review and approve journal entries.

Executive Office:  
517 12th Street  
Sacramento, CA 95814  
P: 916.551.2150  
F: 916.551.2195  
[www.lsnc.net](http://www.lsnc.net)

- Develop, maintain and monitor various types of budgets.
- Assist in creating and applying fiscal controls over the organization's assets.
- Design, implement and update current accounting systems.
- Assist in writing accounting and administrative procedures for the organization.
- Conduct periodic review/audits of the organization's accounting and administrative procedures.
- Ensure that all accounting systems and transactions are completed for the annual audit.
- Provide assistance to auditors and monitors as needed.
- Provide support to office and program managers in branch offices.
- Other duties as assigned.

**Knowledge:**

- Knowledge of accounting, budgeting, and financial management procedures, methodologies, theories, practices, and terminology used in a non-profit environment.
- Knowledge of office management and supervisory styles, practices and techniques.
- General knowledge of wage and hour laws, payroll tax regulations, and payroll administration.
- Strong understanding of Generally Accepted Accounting Principles (GAAP), Government Accounting Standards (GASB) and Office of Management and Budget's (OMB) Uniform Guidance.

**SKILLS**

- Ability to provide leadership, training and supervision.
- Excellent oral and written communication skills.
- Strong managerial, organizing, planning, coordinating and decision-making skills.
- Strong attention to detail and time management skills.
- Intermediate to advanced spread sheet skills.
- Experienced user of MIP fund accounting software. (Preferred.)
- Desire to work in a diverse environment.

**EXPERIENCE/EDUCATION:**

Minimum six (6) years of complex accounting experience preferably in a non-profit, multi-office, multi-funded program and a four (4) year college degree in accounting, finance, management or a related field. Two (2) years of supervisory experience preferred.

**Probationary Period:** Six Months

**Salary:** \$4,034 - \$5,211 per month, depending on experience.

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

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