



Job Announcement

Position: Bookkeeper

Location: Legal Services of Northern California - Executive Office, 517 12th 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 12th Street
Sacramento, CA 95814
E-Mail: shulett@lsnc.net

Application Deadline: Open until filled

Start Date: December 1, 2022

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:

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

Knowledge:

- Knowledge of bookkeeping procedures, methods, practices, and terminology used in financial and statistical record keeping and reporting preferably in a nonprofit environment.
- Preferred knowledge of bookkeeping in a multi-funded, multi-office location.
- Knowledge of general office procedures and clerical techniques.

Executive Office:
517 12th Street
Sacramento, CA 95814
P: 916.551.2150
F: 916.551.2195
www.lsnc.net

A Legal Services Corporation Program



SKILLS

- Ability to make mathematical computations rapidly and accurately and to operate ten-key by touch.
- Highly detailed oriented and organized with the ability to follow complex instructions.
- Spreadsheet skills.
- Ability to communicate effectively, both orally and in writing with outside vendors, various government agencies and LSNC personnel.

EXPERIENCE/EDUCATION:

- High School diploma or equivalent and specialized courses in accounting and business practices.
- Two years' experience processing accounts payable invoices, and extensive bookkeeping knowledge including general ledger reconciliation.

Salary: \$3,019 - \$3,681 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.