

Who We Are

Columbia Legal Services is a legal advocacy organization that advances social, economic, and racial equity for people living in poverty. We hold government agencies, institutions, and other actors accountable to address the root causes of racism and their manifestation in unfair treatment and inequitable access to resources, power, and opportunities based on race. We focus on dismantling unfair systems of mass incarceration and immigration. We believe that communities should have a voice in the creation and implementation of the policies, laws, and legal systems that impact them.

We are committed to an environment of mutual respect, collaboration, and equal opportunity for all employees, and strongly encourage applications from people of color, immigrants, people who have been affected by mass incarceration, and other underrepresented and historically marginalized groups. We believe in building and sustaining an organization that is reflective of the communities we serve, and is diverse in work background, experience, education, race, color, national origin, sex, age, religion, marital status, veteran status, sexual orientation, gender identity, ancestry, national origin, or sensory, mental, and physical abilities. We believe that the resulting diversity is both a source of program strength and a matter of fundamental human fairness.

Position Summary

The **Staff Accountant** is a member of our Central Support Office which is responsible for the organizational operations across all offices. The Staff Accountant is a member of the Accounting department and reports to the Controller. Duties include:

- Process bi-weekly payroll and manage all payroll systems and processes including new employee enrollment and benefits tracking.
- Process weekly AP & AR Invoices and payments to vendors.
- Maintain computerized accounts payable files, prepare weekly accounts payable documents, and prepare standard and/or recurring journal entries.
- Process all relevant cash receipts and related documents, including remittance advice, transmittal letters, and attorney fee award documents. Prepare the cash deposit and record appropriate account distributions.
- Serve as primary contract with vendors regarding billing/payment issues and questions.
- Prepare various general journal entries and reconciliations of accounts.
- Maintain subsidiary ledgers and schedules as needed.
- Prepare monthly budget reports for department managers.
- Prepare monthly state and city tax returns.
- Assist with additional Accounting and Human Resource projects and assignments as needed.
- Annual update of department policies and procedures
- Prepare annual 1099s.

Qualifications

Required:

- A minimum of four years of demonstrated proficiency in accounting, managing payroll systems, and accounts payable for multi-funded or multi-location organization.
- Demonstrated experience with and understanding of Generally Accepted Accounting Principles and internal controls and familiarity with general accounting system operations.
- Strong Excel skills and comfortable with technology and working knowledge and application of Microsoft Office Suite and Applications (Word, Office365, Excel, Outlook, Windows 7, Office365, SharePoint).
- Excellent interpersonal skills and the ability to initiate and maintain professional and constructive communication with staff and vendors.
- Must handle issues with integrity and confidentiality, be patient and flexible, perform multiple tasks simultaneously, be highly organized, and meet demanding and competing deadlines.
- Commitment to civil legal services and demonstrated commitment to racial, social, and economic justice, cultural competence, and experience working with low-income client communities—staff members are expected to strive to understand the values, cultures, and concerns of the client communities we serve.

Preferred (not required or intended to be a barrier for application):

- Experience with MIP Fund Accounting Software or PayNorthwest
- An Associate degree in Accounting or equivalent working experience

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for the position.

Compensation

This full-time, exempt position is a confidential role and is not eligible for representation by Washington Legal Workers, our in-house labor union. Salary is based on years of experience and is based on a scale. The salary range for 4 - 9 years of experience is \$52,999 to \$59,672 and increases with years of experience and includes an annual cost-of-living adjustment. Bilingual skills are compensated at an additional \$720 per year.

We also offer a competitive and comprehensive compensation package with generous paid time off including 15 paid holidays, between 15 - 21 paid vacation days, 12 sick days, and between 3 and 5 personal days each year, as well as paid parental and family medical leave benefits and a partially paid sabbatical every 7 years. We pay 100% of employee premiums for excellent health, vision, and dental benefits plus 50% of the maximum out-of-pocket deductible and offer heavily subsidized family premiums. We also offer a 403(b)-retirement benefit with employer contribution and a match, disability and life insurance, a subsidized transit pass, and an employee wellness program.

To Apply

Send a cover letter and resume in PDF format to careers@columbialegal.org and make **Staff Accountant** your subject line. We accept applications on a rolling basis, with priority given to those received before March 22nd. CLS will contact you only if we decide to pursue your application. If you need a reasonable accommodation for the application process, please contact the above email.