

## Who We Are

Columbia Legal Services is a nonprofit civil legal aid organization that advances social, economic, and racial equity for people living in poverty. We support communities and movements by bringing deep legal expertise that is grounded in – and strongly guided by – an understanding of race equity.

We seek systemic solutions by bringing class action lawsuits, using cutting edge legal theories, engaging in policy advocacy, and supporting communities in building their own power. We have a special responsibility to serve people whose access to free legal services is restricted, due to institutionalized or immigration status.

**At CLS we seek a team that reflects our organizational values of community, race equity, and justice.** This includes hiring staff with connections to the communities we serve whenever possible, and a commitment to strive for justice and equity in our hiring practices and in our staff culture.

## Position Summary

Columbia Legal Services seeks a full-time Staff Accountant to help ensure we have a solid financial foundation to power our work. Reporting to the Controller, the Staff Accountant is a member of our Central Support office, which is responsible for organizational operations across all CLS offices.

Under the direction of the Controller, the Staff Accountant will be responsible for ensuring that day-to-day financial activities are clearly and accurately recorded, including processing and managing accounts payable and accounts receivable. The Staff Accountant will also assist with account reconciliation, financial reporting, grant reporting, and tax returns.

As the primary person staff turn to with day-to-day questions related to expenses and budgeting, the ideal candidate for this role will not only have a deep understanding of the fundamentals of accounting and strong technical skills, but will also have strong interpersonal skills.

CLS offices have a collegial atmosphere that emphasizes teamwork, flexibility, and mutual accountability. All staff members are expected to strive to understand the values, cultures, and concerns of the client communities we serve, and to uphold Columbia Legal Services' values of community, race equity, and justice.

Due to the COVID-19 pandemic, CLS staff have primarily been working remotely. Once it is safe to fully reopen CLS offices, employees will still be able to do some work remotely; however, this position will also require some physical presence at the office, as well as an ability to attend required meetings at the office and in the community.

Beginning February 1, 2022, CLS is requiring that all employees adhere to our COVID-19 vaccine mandate through proof of vaccination or by requesting a medical or religious accommodation.

## Responsibilities

- Ensure day-to-day financial activities are accurately completed and recorded
  - Process weekly accounts receivable and accounts payable invoices and payments to vendors
  - File and maintain accounting records in a confidential manner
  - Process cash receipts and related documents and prepare cash deposits, recording appropriate account distributions
  - Prepare weekly accounts payable documents
  - Prepare standard and/or recurring journal entries and assist with reconciliation of accounts
  - Provide vendor support for Operations Manager, providing information as needed regarding billing/payment issues
  - Maintain subsidiary ledgers and schedules as needed
- Assist in internal and external financial reporting
  - Support grant reporting and compliance
  - Prepare monthly budget reports for department managers
  - Prepare state and city tax returns
- Manage payroll systems and processes in collaboration with Operations and Human Resources staff
  - Manage payroll process and ensure accurate entry of payroll-related information into payroll system
  - Collaborate with Operations Manager and Human Resources Director in administering benefits-related deductions and paid time off management
  - Prepare annual 1099s
- Provide customer service to employees across the organization
  - Answer questions and support employees in understanding accounting policies and procedures

- Provide updates on expenses, approvals, or other financial updates as requested

This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and others may be assigned.

## Qualifications

- Commitment to CLS values of community, racial equity, and justice for people from diverse backgrounds. All staff members are expected to strive to understand the values, cultures, and concerns of the client communities we serve.
- A minimum of four years of demonstrated proficiency in accounting, managing payroll systems, and accounts payable for a multi-funded or multi-location organization, or comparable experience.
- Demonstrated experience with and understanding of Generally Accepted Accounting Principles (GAAP) and internal controls and familiarity with general accounting system operations.
- Comfort with technology including Strong Excel skills and working knowledge and application of Microsoft Office Suite and Applications (Word, Office365, Excel, Outlook, Windows 7, Office365, SharePoint).
- Excellent interpersonal and communication 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.

## Preferred

- Experience with Abila MIP Fund Accounting Software and/or PayNorthwest Payroll Processing.
- Nonprofit accounting experience (especially for a 501(c)(3) organization).
- Certification or degree in accounting or bookkeeping.

## Compensation

This full-time, non-exempt position is a confidential role and is not eligible for representation by Washington Legal Workers, our in-house labor union. Salary will be based on years of experience; the current annual salary range for an experienced Staff Accountant with 4-8 years of experience is \$52,999 - \$58,387 per year.

We also offer a comprehensive compensation package including the following:

- 14 paid holidays annually
- Winter Break office closure between Christmas and New Year's

- 12 sick days annually
- 15-21 paid vacation days annually (based on years of experience)
- 3-5 personal days annually (based on years of experience)
- Paid parental and family medical leave benefits
- Paid sabbatical every 7 years

Additionally, 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.

During the COVID-19 pandemic, we have also provided home office setup support for working remotely, time off for vaccinations or illness related to COVID-19, and an additional small stipend for miscellaneous costs. We are continuing those benefits into 2022.

## To Apply

Position is open until filled, with priority given to applications received before April 25, 2022.

Send a resume highlighting your relevant skills and experience in PDF format to [careers@columbialegal.org](mailto:careers@columbialegal.org) with the subject line **Staff Accountant**. If you need a reasonable accommodation for the application process, please contact the above email.

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.