

JOB ANNOUNCEMENT

ORGANIZATION: Community Legal Services, Inc.
Central Phoenix Office
305 South Second Avenue
Phoenix, Arizona 85003
www.clsaz.org

POSITION: FINANCE ASSOCIATE

Community Legal Services is seeking an individual to provide support to the Finance Department. This position is responsible for overseeing multiple grants, ensuring compliance and managing accounting systems to ensure accurate reporting of financial and programmatic activities. This financial position requires a thorough knowledge of GAAP accounting principles, double entry computerized accounting systems, and specifically, the application of the general ledger as they apply to fund accounting in a non-profit environment.

REQUIREMENTS:

This position requires a Bachelor's Degree OR equivalent combination of education and experience in accounting, auditing, or financial reporting. Working knowledge of fund accounting principles pertinent to non-profit and governmental accounting is preferred. Knowledge of database systems and relational databases is preferred. Solid written and oral communication skills; good skills in the area of critical thinking, relationship management, organization and problem solving, good business acumen and the ability to prioritize multiple projects and meeting firm deadlines. Strong knowledge of Microsoft Office Suite.

ESSENTIAL JOB DUTIES:

- Prepare and submit grant funding reimbursement requests to outside funders providing proper documentation to ensure prompt payment
- Prepare and submit performance reports to outside funders in accordance with grant contract provisions and agreements
- Reviews and analyzes accounting records and fiscal activities to ensure accuracy and compliance with accounting, program, and legal requirements
- Maintain cash receipt/cash disbursement journal
- Conduct month-end balancing of grant related general ledger accounts and prepare journal entries and account adjustment to correct deficiencies
- Assist with the annual year-end audit process by providing auditors with grant-related and other required schedules
- Assist in preparation of annual grant budgets
- Perform other related tasks as assigned

SALARY: Depending on experience, excellent benefits package, including 12 paid holidays, health, dental and disability insurance.

TO APPLY: Send resume, cover letter and references to:
Human Resources Administrator
Community Legal Services
P.O. Box 21538
Phoenix, Arizona 85036-1538
Or
Email documents to infojobs@clsaz.org Attention: Human Resources Administrator

CLOSING DATE: Open Until Filled

COMMUNITY LEGAL SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.