



Neighborhood Legal Services
of Los Angeles County

**JOB ANNOUNCEMENT:
ACCOUNTANT
July 2020**

Through a combination of individual representation, high impact litigation and public policy advocacy, NLSLA combats the immediate and long-lasting effects of poverty and expands access to health, opportunity, and justice in Los Angeles’ diverse neighborhoods.

The Accountant’s primary function is to generate monthly grantor billings for fee for service and cost reimbursement grants, generate supporting schedules, and provide supporting documents for the billings. The Accountant reports to the Assistant Controller and supports the Controller, CFO and other accounting and administrative staff as needed. The Accountant will assist with grants management, grantor monitoring visits and compliance audits, and reconcile billing discrepancies. The Accountant will also be cross trained to assist with other accounting functions as needed including but not limited to record retention, cash receipts and other general ledger account reconciliations.

The Accountant should demonstrate expertise in general non-profit accounting, seek to understand and accurately implement NLSLA’s accounting policies and procedures to safeguard the organization’s assets, and promote an environment of compliance with government and grantor regulations. The Accountant should be detail oriented, analytical and well organized, demonstrate strong technological and communication skills, and enjoy working in a team environment.

Position: Accountant

Availability: Availability is Immediate.

Salary: Salary \$45,000 + - Commensurate with experience. Excellent Benefits which include: choice of medical, dental, vision; life and disability insurance plans; 125 plan; 403(b) with employer contribution, sick and vacation pay, and 13 employer-paid holidays.

Qualifications: Bachelor of Arts degree and 2 years of non-profit accounting experience. Candidates with 2 years practical experience handling payroll processing is preferred. Experience with MIP/Abila Fund Accounting and Legal Server Case Management is helpful.

Neighborhood Legal Services of Los Angeles County | www.nlsla.org | Toll-Free Telephone: (800) 433-6251

GLENDALE OFFICE
Administrative Offices
1104 E. Chevy Chase Dr.
Glendale, CA 91205

EL MONTE OFFICE
3629 Santa Anita Ave.
#109
El Monte, CA 91731

PACOIMA OFFICE
13327 Van Nuys Blvd.
Pacoima, CA 91331

WELLNESS CENTER
Historic General Hospital
1200 N. State St., #1008
Los Angeles, CA 90033

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LEGAL SERVICES CORPORATION

About NLSLA:

Founded in 1965 as part of our nation's War on Poverty, NLSLA is now one of the largest and most prominent public interest law firms in California. NLSLA provides free assistance to more than 150,000 low-income residents of Los Angeles County each year. Its operating budget for 2020 will reach \$22 million, with a staff of more than 160, including 80 attorneys.

NLSLA serves all of Los Angeles County with a special emphasis on the poverty communities of the San Fernando, San Gabriel, Pomona and Antelope Valleys, as well as the central county cities of Glendale, Burbank and Pasadena. NLSLA staff members are housed in four regional offices located in Pacoima, El Monte, Boyle Heights, and Glendale - where the program's administrative offices are also located. In addition, NLSLA advocates are co-located in courthouses in Van Nuys, Lancaster, Chatsworth, Pomona and Downtown LA; Hospitals and health centers in Sylmar, Van Nuys, North Hollywood and El Monte; and with social services providers in the Antelope Valley.

Advocates specialize in areas of the law that disproportionately impact the poor, including affordable housing and eviction defense, access to public benefits, support for domestic violence victims, access to healthcare, worker and consumer rights, as well as employment and training. NLSLA is particularly known for its innovative programs and collaborative models for delivering services across the County. Among those are the NLSLA Health Consumer Center (HCC) and Medical Legal Community Partnership projects ensuring that everyone receives the health care they need; Shriver Housing - LA providing right to counsel for evictions; Self-Help Legal Access Centers assisting the un-represented with domestic violence, family law and eviction cases in nine courthouses; Preventing and Ending Homelessness Project (PEHP) providing legal help to the homeless in Antelope, San Fernando and San Gabriel Valleys; and Disaster Legal Assistance providing support and help to low-income disaster survivors.

To apply:

Forward resume and cover letter to (no phone calls):

Applicants should send a cover letter and resume to:

Elizabeth Brown, Director of Human Resources
Neighborhood Legal Services of Los Angeles County
1102 E. Chevy Chase Drive
Glendale, CA 91205
Fax: (818) 291-1790 E-mail: employment@nsls.org

NLSLA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at NLSLA are based on organizational needs, job requirements and individual qualifications, without regard to age, race, color, religion or belief, sex, sexual orientation, gender identity, national origin, veteran, disability status, family or parental status, or any other status protected by federal and CA state laws. NLSLA will not tolerate discrimination or harassment based on any of these characteristics.