



Neighborhood Legal Services  
of Los Angeles County

## **JOB ANNOUNCEMENT: Grants Billing Administrator**

Join the Neighborhood Legal Services of Los Angeles County (NLSLA) and become part of an energetic team of advocates that provide a wide-range of legal services aimed to address issues that disproportionately impact low income communities. These services include litigation, providing training and technical assistance, and community education.

Manages and oversees all grants accounting to ensure the accuracy of organization reports; prepares and reviews invoices and closes out grants, contracts, and awards focusing on timeliness and accuracy to comply with all applicable codes, regulations, grant conditions and reporting requirements.

Serves as primary liaison between Development, Fiscal, and Programs Departments to communicate financial status of grants. Cross trains in other general accounting functions for ad hoc coverage.

**Position:** Grants Administrator, Temporary

**Availability:** Availability is Immediate.

**Salary:** Salary starts at \$75,000-\$85,000- commensurate with experience. Excellent Benefits which include: choice of medical, dental, vision; life and disability insurance plans; flexible spending account (FSA) 125 plan; 403(b), bilingual pay supplement, sick and vacation pay, and 14 employer-paid holidays.

### **Duties and Responsibilities:**

#### Pre-Award Phase:

- Provides data and input as requested for grant proposals prior to grant/contract application submission.

#### Post-Award Phase:

- Coordinates receipt of award and contract documentation related to grant/award budgets.
- Creates and maintains a grant summary for each grant detailing grant term, amount, scope of work/goals & objectives, modification criteria, and milestone alerts for Fiscal Department.

#### Monthly Monitoring

- Monitors grant budget to actual expense variances and meets with program directors/managers monthly to obtain status update and provide recommendations for modification to optimize grant spend out.
- Provides tracking of grants with delayed invoicing, grants ending and their impact on operations, and grants in deficit mode to the Program Team.
- Ensures that grant/contract funding is allocated and expended appropriately
- Meets with Program Manager/Director from time of award to review grant/contract criteria, expenditure criteria, and budget reporting requirements monthly

Neighborhood Legal Services of Los Angeles County | [www.nlsla.org](http://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

### Reporting

- Prepares periodic financial reports due to funding agencies; distributes monthly Grant Funds of all funded projects to the appropriate personnel, in line with grant requirements and financial and program reporting.

### Audits

- Coordinates and assists with grant financial audits, financial statement audits, cost reports, workers comp audits including preparation of schedules, communications and follow up on audit related requests.
- Maintains knowledge of current federal issues relating to Grants & Single Audits of state, local government and nonprofit organizations; interprets OMB (Office of Management and Budget) circulars for grants and contracts.

### **Qualifications:**

- Bachelor's degree in related field or equivalent preferred.
- Four years related experience in Finance preferred.
- Ability to write clearly and concisely as well as edit copy for clarity and grammatical accuracy.
- Excellent oral communication and presentation skills.
- Strong organizational, problem-solving, and analytical skills and ability to manage priorities and workflow.
- Proficient with General Ledger/Grants Module and Microsoft Office.
- Ability to work independently and as a member of various teams and committees.

### **About NLSLA:**

Founded in 1965 as part of our nation's War on Poverty, Neighborhood Legal Services of Los Angeles County (NLSLA) is now one of the largest and most prominent public interest law firms in California. NLSLA provides free assistance to more than 115,000 low-income residents of Los Angeles County each year. The NLSLA staff of 190, including 80 attorneys, specialize in areas of the law that disproportionately impact low-income people, including affordable housing and eviction defense, access to public benefits, support for domestic violence victims, access to healthcare, worker and consumer rights, services for justice-involved adults and youth, education rights, clean slate initiatives, and employment and training.

Through a combination of individual representation, high impact litigation, and public policy advocacy, NLSLA's advocacy combats the immediate and long-lasting effects of poverty and expands access to health, opportunity and justice. 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. In addition, NLSLA advocates are co-located in courthouses in Van Nuys, Lancaster, Chatsworth, Pomona, Pasadena, 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.

### **To apply:**

Please [click here to apply](#). Please provide a cover letter, resume, and writing sample on the application.

**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. NLSLA provides equal benefits to employees with spouses and its employees with domestic partners.**