



Assistant Controller

Change Lives and Transform Communities – Join Our Fiscal Team!

Neighborhood Legal Services of Los Angeles County (NLSLA) provides free assistance to over 160,000 individuals and families each year through innovative projects that expand access to justice. We see the law as a powerful tool for social change and we're looking for passionate individuals to help us fight for justice.

We value diverse perspectives and experiences, and we believe that a strong community is built through inclusivity. NLSLA is proud to foster an environment that welcomes individuals from all backgrounds and abilities, and we encourage all qualified candidates to apply.

About the Role

NLSLA has an immediate opening for a non-profit, social services Accountant to join the Accounting Department as NLSLA's Assistant Controller. The Assistant Controller's primary function is to assist with grantor billings, accounts receivable, month-end closing and related month-end journal entries and account reconciliations. The position will provide support during grantor monitoring visits and audits. The Assistant Controller will also be fully cross trained on and assist with other critical accounting functions including accounts payable and payroll.

In this role, you would report to the Controller and assist the CFO, and other accounting and administrative staff as needed. In the event that the Controller is out of the office (i.e., vacation, out sick, etc.), the Assistant Controller is expected to be able to perform tasks to cover for Controller. The Assistant Controller 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 Assistant Controller should be detail oriented, analytical and well organized, demonstrate strong technological and communication skills, and enjoy working in a team environment. This position is exempt.

What You'll Do

Complete Month-End Close Process:

- Manage payroll allocation by grant, ensuring accurate personnel expense distribution.
- Review and process subcontractor invoices and prepare check requests.
- Conduct a detailed general ledger review, identifying necessary adjustments and ensuring expenses align with grant invoices.
- Calculate and allocate indirect costs across funding sources.
- Book and reconcile revenues, ensuring financial accuracy before finalizing reports.

Manage Grant Invoicing & Financial Reporting:

- Prepare and review grant invoices for multiple funding sources.
- Oversee expenditure reports for IOLTA, Equal Access Fund, and other state bar grants.
- Reconcile deferred revenues, grant receivables, and net assets by grant.
- Prepare financial statement packets, including balance sheets and revenue reports.

Handle Cash Receipts & Contributions Tracking:

- Code and enter all cash receipts, including grant payments and contributions.
- Analyze and allocate attorney fees to appropriate accounts.
- Maintain contribution reconciliations to ensure accuracy between fiscal and development teams.

Provide Financial Support & Compliance:

- Assist in preparing budgets, audits, and documentation for grantors.
- Train and support fiscal team members on financial processes.
- Collaborate with supervising attorneys and grants management to provide financial updates.

Supervise & Lead Team Members:

- Provide guidance and mentorship to junior finance team members.
- Oversee training and professional development for staff responsible for grant invoicing and reporting.
- Ensure accountability and accuracy in financial processes through supervision and review.

Travel to NLSLA program offices, and other locations throughout Los Angeles County may be required.

What You'll Need

- 5+ years of accounting experience, preferably in nonprofit or legal aid organizations
- 2+ years prior experience supervising staff, providing mentorship, and overseeing financial team operations.
- Strong knowledge of nonprofit accounting, grant reporting, and GAAP compliance.
- A proven ability to maintain accuracy while handling multiple financial processes.
- The ability to review financial data, identify discrepancies, and make necessary corrections.
- Knowledge of MS Office, Windows, business communication platforms, and web-based case management platforms.
- Excellent interpersonal skills including being attentive to cultural needs and differences.
- Excellent analytical, problem-solving and communication skills.
- Ability to manage multiple priorities and meet deadlines.
- Passion for NLSLA mission and demonstrated commitment to advocating for the legal rights of low-income individuals.
- Passion, empathy, and compassion for supporting people from different lived experiences.

Bonus Points if You

- Have a bachelor's degree in accounting, finance, or a related field (CPA or MBA preferred).
- Have experience working in a legal services firm.
- Have expertise in nonprofit financial management, grant reporting, and compliance.
- Have prior experience with payroll allocation, indirect cost calculations, and revenue reconciliation.

Why You'll Love Working with Us

At NLSLA, we believe in supporting our staff as they grow in their careers and live balanced lives. We offer:

- **Competitive Salary:** \$104,000–\$117,000, based on experience.
- **Work-Life Balance:** A 35-hour workweek and a hybrid work schedule to help you balance professional and personal commitments.
- **Generous Time Off:** 15 paid holidays, 2 to 5 weeks of vacation depending on seniority, and 12 days of sick leave. Compensatory time for exempt employees.

- **Comprehensive Benefits:**
 - Medical, dental, and vision insurance with a variety of plan options.
 - Basic Life and AD&D Insurance, Long-Term Disability Insurance.
 - 403(b) retirement plan with employer contributions and options for voluntary contributions.
 - Monthly bilingual supplement for qualified employees.
- **A Culture of Inclusion:** We are committed to fostering a respectful, inclusive work environment where everyone can thrive.
- **Perks:** Technology reimbursement to help you stay connected and equipped to do your best work.

Apply Today

Are you ready to make a lasting impact on the lives of vulnerable families in Los Angeles?

Apply now to join our team and be part of a mission-driven organization dedicated to justice and equity. [Click here to apply](#). Please provide a cover letter, resume, and writing sample on the application.

We are excited to hear from you!

Equal Employment Opportunity Policy

NLSLA is committed to provide a work environment that respects the dignity and worth of each individual and is free from all forms of employment discrimination based on each and every characteristic protected under the law and beyond.

Decisions related to hiring, compensating, training, evaluating performance, promoting, or terminating are made fairly, and are based on job-related qualities and abilities. We provide equal employment opportunities to all qualified candidates and employees. We examine our unconscious biases and take responsibility for always striving to create an inclusive environment that makes every employee and candidate feel welcome.

We further expect every member of the NLSLA community to do their part to cultivate and maintain an environment where everyone has the opportunity to feel included and is afforded the respect and dignity they deserve.

NLSLA's Commitments

We are committed to fostering a culture of inclusion and belonging within our organization and the communities we serve. We achieve this through:

- **Continuous Learning:** Cultivating cultural competency and humility among staff through ongoing training, open dialogue, and self-reflection.
- **Equitable Practices:** Regularly reviewing and revising policies, procedures, and decision-making processes to ensure fairness and access for all.
- **Strategic Resource Allocation:** Directing resources towards initiatives that empower communities.
- **Meaningful Community Engagement:** Partnering with the communities we serve to co-create solutions and foster trust.
- **A Respectful Workplace:** Providing a work environment free from discrimination and where every individual is valued, heard, and respected for their unique contributions.