JOB ANNOUNCEMENT

FINANCE ASSOCIATE

ORGANIZATIONAL BACKGROUND
Public Counsel is the largest pro bono public interest law firm in the country. Founded in 1970, it is dedicated to advancing equal justice under law and addressing economic, racial, and other inequities by delivering free legal and social services to the most vulnerable members of our community. Public Counsel operates eight legal projects: Children’s Rights, Community Development, Consumer Rights & Economic Justice, Homelessness Prevention, Immigrants’ Rights, Veterans’ Rights, the Audrey Irmas Project for Women & Girls’ Rights, and our impact litigation project, Opportunity Under Law. Public Counsel has a full-time staff of over 130. We seek to have a racially inclusive staff.

JOB SUMMARY
Now in its 50th year of operations, Public Counsel seeks a mission-driven Finance Associate with previous nonprofit accounting experience. Reporting to the Vice President Finance/Chief Financial Officer, the Finance Associate will join the Finance Team in the day-to-day financial operations of a $16 million budget, including planning, budgeting, accounting and reporting on a diversified funding stream, consisting of donations, private grants, government contracts, attorney fees, and investments.

ESSENTIAL JOB SKILLS AND RESPONSIBILITIES
- The Finance Associate will provide accounting support to all financial areas.
- Share responsibility for Accounts Payable and Accounts Receivable.
- Enter invoices and check requests into the Financial Edge accounting system.
- Code credit card expense transactions, enter into Financial Edge, and post to AP.
- Pay online invoices.
- Assist in payroll processing and pulling timesheets.
- Create monthly allocation spreadsheet.
- Develop reports and maintain grant folders.
- Assist with journal entries, account reconciliations, and process documentation.
- Assist with the month-end and year-end closings.
- Assist with the annual budget process.
- Assist with audits, audit schedules, statements, and information returns.
- Special projects and additional duties as assigned.
QUALIFICATIONS

- High School diploma or equivalent required. Associate’s or Bachelor’s Degree in accounting, finance, business administration, or equivalent combination of education, training, and experience preferred.
- Minimum 2-3 years of accounting experience.
- Accounts Payable and Accounts Receivables experience preferred.
- Knowledge of finance, accounting, budgeting, grants, and GAAP.
- Nonprofit experience with an organization having a budget of at least $10 million preferred.
- Excellent computer skills in accounting software and Microsoft Office Suite, especially Excel.
- Financial Edge and Paylocity experience highly preferred.
- Analytical ability to develop and implement improvements and recommendations.
- Excellent written and verbal communication skills.
- Strong interpersonal competencies to work well with a diversity of people.
- Self-motivated and self-directed.
- Must have the highest integrity and exceptional ethics.

START DATE AND COMPENSATION

- Immediate full-time, non-exempt position, 37.5 hours per week
- Salary: $25.65 per hour
- Public Counsel offers a competitive benefits package including: (1) medical, dental, and vision coverage with both HMO and PPO options, (2) the option to enroll in a Flexible Spending Account, (3) a 403(b) retirement plan with elective contribution and an employer contribution after a year of employment, and (4) employer-paid life insurance and disability plans.
- Public Counsel follows all emergency state and local orders arising from the current COVID-19 crisis. Though generally this position is office based, currently all staff must work remotely from their homes. Public Counsel will assess when the physical office will reopen in a manner consistent with public health and local and state emergency orders.

APPLICATION DEADLINE

Continuous until position is filled.

TO APPLY

Please send a cover letter and resume with a subject line reading “Finance Associate,” to: financejob@publiccounsel.org  No phone calls please.

Public Counsel is an Equal Opportunity Employer

All qualified applicants shall receive consideration for employment without regard to race, color, religion, national origin, ethnic group identification, ancestry, sex, age, marital status, political affiliation, condition of physical or mental disability, gender identity or sexual orientation, in accordance with requirements of Federal and State laws. All qualified applicants with criminal histories will be considered in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.