

Legal Services NYC seeks a Lead Accountant at its Central Office in Manhattan

### **Our Organization:**

Legal Services NYC fights poverty and seeks justice for low-income New Yorkers. For over 50 years, we have challenged systemic injustice and helped clients meet basic needs for housing, income and economic security, family and immigration stability, education, and health care. LSNYC is the largest civil legal services provider in the Country. We partner with scores of community-based organizations, elected officials, public agencies, pro bono lawyers, and the courts to maximize our effectiveness. Our work fights discrimination and helps to achieve equal opportunity and economic, social, and racial justice for all New Yorkers.

Required Qualifications and Skills:

### **Essential Functions:**

1. Ensure consistent application of GAAP accounting standards, as well as LSNYC's financial policies;
2. Assist in LSNYC's monthly and annual close;
3. Prepare monthly journal entries to record accounts receivable, cash receipts, and contributions;
4. Perform bank reconciliations for selected accounts;
5. Prepare accrual journal entries as necessary, i.e. health insurance, accrued taxes, salaries, etc.;
6. Perform monthly account analysis for selected balance sheet and income statement accounts, investigating and communicating discrepancies;
7. Review general ledger entries for proper revenue recognition of pledge receivables;
8. Assist in preparing annual audit schedules and financial statement preparation;
9. Prepare financial reports and analyses at the request of Finance management;
10. Participate in mandatory budget meetings to review Borough and contract financial performance and forecasts with Borough management;
11. Assist in the investigation and preparation of monthly analytical budget vs. actual reports;
12. Working closely with Development to maintain cash receipts and revenue recognition;
13. Update the Accounting software for contract budgets;
14. Liaise with Grant Accounting, and Grants and Contracts teams to ensure the accuracy of the contract award budgets in the Accounting software;
15. Ensure all budgets are entered into the Accounting system including award budgets, true cost budgets, and annual budgets as needed;
16. Assist Finance management in the preparation of contract audit schedules;
17. Assist Finance management in providing a monthly forecast of cash receipts by funding sources.
18. Perform special projects at the request of Finance Department management and Executive Director.

### **The Opportunity:**

The Lead Accountant will be located at the LSNYC Central Office in Manhattan and report directly to the Accounting Manager. The successful candidate will be responsible for maintaining accounting records in accordance with Generally Accepted Accounting Principles and preparing timely account reconciliation, journal entries, and reports.

### **Requirement:**

- Minimum BA degree in Accounting; CPA Preferred.
- Minimum 4 years' experience in accounting operations, including monthly close, journal entries, and monthly reporting, which includes at least 3 years in Budgeting and Forecasting operations.
- Technical accounting GAAP knowledge and experience. Knowledge of not-for-profit organizations and accounting.
- Ability to meet and prioritize multiple deadlines and work as part of a team in a fastpaced, dynamic environment.
- Knowledge of Accounting and Budgeting software
- Solid Excel experience including the use of Pivot tables, Vlookup, If, and other function commands.
- Commitment to the organization's mission and social justice, and commitment to working with a diverse staff are both essential
- Ability and willingness to work both independently and as a team member in a highly collaborative environment
- Ability to communicate effectively orally and in writing.

The position is full-time from the date of hire. Salary is based on experience. The Company provides an excellent benefits package.

Interested individuals should email a resume and cover letter to Greg Klemm, [gklemm@lsnyc.org](mailto:gklemm@lsnyc.org) and [jobpostings@lsnyc.org](mailto:jobpostings@lsnyc.org). Please write "Lead Accountant" in the subject line. Only candidates selected for interviews will be contacted.

No telephone calls.

LSNYC is an affirmative action, equal-opportunity employer. People of color, women, people with disabilities, gay, lesbian, bisexual, and transgender individuals are welcome and encouraged to apply.

All employees are strongly encouraged to continue to receive and maintain up-to-date Covid vaccinations unless they are unable to for medical or religious reasons.

**Salary Range (Based on yearsâ€™ experience):**

- 1-10 years: \$62,805 â€“ \$85,108
- 11-20 years: \$87,256 â€“ \$104,721
- 21+ years: \$109,961 â€“ \$120,073