

JOB ANNOUNCEMENT

Staff Accountant

Neighborhood Legal Services, Inc. (NLS), the largest provider of civil legal services to the poor in Western New York, seeks applicants for the position of Staff Accountant.

Description of Duties:

The Staff Accountant reports to the Director of Finance and assists in all fiscal functions of the organization. NLS has a budget of over \$5.5 million dollars with over 30 funding sources including federal, state and local grants.

Duties include full charge general ledger accounting with primary responsibility for grant requisition preparation, reporting and administration, including grant close out reports, development of cost allocation methodologies and ensuring compliance with the terms of grant agreements and applicable Federal and State regulations.

Qualifications:

- Bachelor's Degree with Accounting Major;
- 1-5 years of accounting, financial, or equivalent experience ;
- Proficiency in not-for-profit accounting standards in accordance with U.S. Generally Accepted Accounting Principles;
- Strong user of Microsoft Office, specifically Excel;
- Strong written and verbal communication skills;
- Demonstrated research and analytical skills;
- Strong attention to detail, well organized and accurate;
- Commitment to the goals and clients of the legal services program.

Salary and Fringe Benefits: Salary commensurate with experience. Excellent benefits including health, dental, life, long term disability insurance, pension and generous leave time. Flexible schedule negotiable.

Application Procedure:

Neighborhood Legal Services is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. NLS is committed to building a culturally diverse team; minorities, veterans, women, persons with disabilities, and gay, lesbian, and transgender jobseekers all are welcome and encouraged to apply. Please send cover letter, resume and references by **Friday, July 16th** to (no phone calls please): Sandra Fudala, Office Manager, Neighborhood Legal Services, Inc., 237 Main Street, Suite 400, Buffalo, New York 14203, sfudala@nls.org

Staff Accountant at Neighborhood Legal Services, a non-profit organization with a budget of over \$5 million and 30 funding sources. Position includes full charge general ledger accounting with primary responsibility for grant requisition preparation, reporting and administration. Accounting degree with 1-5 years accounting experience, preferably in non-profit fund accounting. Salary commensurate with experience. Excellent benefits and leave time. EOE. Email cover letter, resume and references to: sfudala@nls.org; or send to: Sandra Fudala, Office Manager, Neighborhood Legal Services, Inc. 237 Main Street, Suite 400, Buffalo, NY 14203.