

April 26, 2022
Job Announcement
Assistant to Controller

Mobilization for Justice (MFJ) is a non-profit legal services organization that provides a wide range of free civil legal services to low-income New Yorkers, seeks to hire an Assistant to Controller. Funding for MFJ's work comes from all levels of government and private sources; its annual budget is \$20 million. We are seeking a person who wants to work in a fast-paced environment and to make a difference in the lives of low-income New Yorkers. This position will be in our Manhattan office.

MFJ's mission is to achieve social justice, prioritizing the needs of people who are low-income, disenfranchised or have disabilities. We do this by providing the highest quality direct civil legal assistance, conducting community education, building partnerships, engaging in policy advocacy, and bringing impact litigation. MFJ is a 140+ person staff comprised of attorneys, paralegals, social workers, and support staff. It is a diverse, unionized, and collegial workplace where staff share the organization's mission to achieve social justice, prioritizing the needs of people who are low-income, disenfranchised or have disabilities.

This person will collaborate with the Controller on the following key tasks:

- Review all invoices and prepare check requests for approval.
- Process approved check requests using accounting software.
- Update and maintain vendor database.
- Update and maintain check request database.
- Reconcile vendor statements and respond to queries.
- Process credit card invoices and reconcile statements.
- Maintain check payment files.
- Prepare and post allocations of salaries, FICA, SUI, and pension contributions to spreadsheet.
- Maintain spreadsheet of employer and employee contributions to pension plan for annual filing.
- Prepare health and dental insurance premium allocation spreadsheets.
- Maintain spreadsheets of staff salaries allocated to various sources of income.
- Maintain spreadsheet of staff transit contributions and preparing quarterly purchase request.
- Maintain bi-weekly payroll journal files.
- Assist with quarterly reconciliation of payroll expenses.
- Assist with payroll data entry.

Requirements:

- A minimum of a BS/BA in Accounting.
- One year experience working in an accounting department
- Excellent organizational and analytical skills.

- Ability to work as part of a team and take on a host of tasks.
- Computer, data-entry, and administrative skills, including proficiency with the following computer applications Excel, Word, and Outlook.

Salary is pursuant to a collective bargaining agreement with excellent fringe benefits. For further information about MFJ, please go to www.mobilizationforjustice.org.

Applicants should submit cover letter and resume addressed to David Epstein, Director of HR & Talent Strategy and transmit by e-mail to depstein@mfjlegal.org with "Assistant to the Controller Position" in the subject line. Applications are due by May 20, 2022. Early applications appreciated, and interviews and hiring will be on a rolling basis. We encourage all applicants to include in their cover letter a statement about how your background or experience might contribute to the diversity and perspective of our office.

Due to the volume of resumes received for recent postings, we will respond only to applicants selected for interviews.

MOBILIZATION FOR JUSTICE IS AN EQUAL OPPORTUNITY EMPLOYER

People of color, women, people with disabilities, gay, lesbian, bisexual and transgender people are welcome and encouraged to apply.

In compliance with New York City's directives, MFJ requires all employees to be fully vaccinated against COVID-19. Accordingly, successful candidates must be fully vaccinated against COVID-19 and submit proof of vaccination prior to commencement of employment at MFJ.