

Job Announcement Staff Accountant

Mobilization for Justice (MFJ), a non-profit legal services organization that provides a wide range of free civil legal services to low-income New Yorkers, is seeking to hire a Staff Accountant. MFJ is seeking someone who can handle a fast-paced environment and has a passion for making 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 work with the Controller on the following key tasks:

- Maintaining assigned grants and contract budgets and worksheets
- Ability to prepare financial reports for assigned grants while ensuring timely submissions of all vouchers
- Providing financial reports for donors/funders
- Preparing and submitting requested expense support documents
- Ensuring that monthly spending is occurring, and allocation entries are being made timely in accordance with approved funding
- Ability to prepare grant/contract close out reports
- Liaise with contract auditors
- Assist with the annual audit
- Deposit checks and handle reconciliations
- Maintain details of attorney fees
- Process bi-weekly payroll
- Prepare special financial analysis as required
- Perform other duties as assigned.

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. The salary range for this position is **\$55,000 - \$66,000**.

Applicants should submit cover letter and resume by e- mail to recruitment@mfjlegal.org with “Staff Accountant Position” in the subject line. Early applications are 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.