

December 9, 2014

**Job Announcement  
Part-Time Assistant to Controller**

MFY Legal Services, Inc. (MFY) is a non-profit organization that provides free civil legal services to low-income New Yorkers. Funding for MFY's work comes from all levels of government and private sources; its annual budget is \$8 million. MFY is looking for a half-time assistant to the Controller. The person will work with the Controller on the following key tasks:

**Responsibilities include, but are not limited to:**

- 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.

**Requirements:**

- A minimum of a BS/BA in Finance/Accounting.
- Two years of experience as an accounts payable clerk, payroll clerk or similar background.
- Experience with nonprofit budgeting of government and private funding sources.
- Experience in or knowledge of nonprofit accounting, including grant accounting, compliance and reporting.
- 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: Fund EZ or other accounting software, Excel, Word and Outlook.

Salary and benefits are negotiable.

Please mail cover letter and resume to Lindsay Bascom, Controller, at [ibascom@mfy.org](mailto:ibascom@mfy.org). Applications must be received by Friday, December 26, 2014. Early applications are appreciated. No telephone calls please.

MFY LEGAL SERVICES, INC. IS AN EQUAL OPPORTUNITY EMPLOYER. PEOPLE OF COLOR, WOMEN, PEOPLE WITH DISABILITIES, GAY, LESBIAN, BISEXUAL AND TRANSGENDER PEOPLE ARE WELCOME AND ENCOURAGED TO APPLY.

For further information about MFY, please go to [www.mfy.org](http://www.mfy.org).