

Staff Accountant – Warren, MI

Lakeshore Legal Aid is a not-for-profit law firm providing a wide range of free civil legal services to those within the community who are low income and seniors. Lakeshore Legal Aid values diversity and is an equal opportunity employer.

Lakeshore Legal Aid has an opening for a full-time Staff Accountant in our Warren, MI office. Our offices will vary in staff size and specific needs. All of our offices will have staff attorneys; however, there will be offices that also have administrative personnel and an office that consists of attorneys that operate our call center.

Basic Position Responsibilities:

- Prepare accounts receivable, accounts payable, payroll and general ledger journal entries
- Produce financial statements
- Balance statements, reconcile accounts, cost allocations, cash management and FA accounting
- Fiscal grant-writing and compliance reporting, including budget and revisions
- Budget preparation and analysis
- Audit assistance
- Other tasks/duties as necessary

Qualifications:

- Commitment to serving the indigent and senior populations with their civil legal and ombudsman needs
- Bachelor's degree with two (2) years of relevant experience. Non-profit grant compliance experience is preferred
- Strong general ledger skill set through financial statement preparation
- Clear, effective, oral and written communication style
- Competent issue identification and problem solving skills
- Possess a high degree of integrity and initiative

Salary

Salary is commensurate with qualifications and includes excellent benefits including medical, dental, vision, life insurance/AD&D, short and long-term disability, retirement plan, vacation and personal time.

To apply, send cover letter, salary and salary requirements to resumes@lakeshorelegalaid.org.

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