

Staff Accountant

Los Angeles, CA

MALDEF is the nation's leading non-profit Latino civil rights law firm. Founded in 1968, MALDEF works to safeguard the civil rights of Latinos and to increase the community's ability to participate fully in American society. We currently seek a **Staff Accountant** to perform all accounts payable work and cash payment duties, as well as payroll, and related recording and reporting functions.

Job Responsibilities: Ensures proper recording of Accounts Payable requests into financial software for both MALDEF and for MALDEF Property Management Company (MPMC), including all invoices and reimbursement requests, ensuring that all transactions are correctly allocated within cost centers and locations, and makes all General Ledger adjusting entries. Compares procurement vouchers, utility bills, contractor requests for payments with original contracts and agreements prior to payment to ensure accuracy and pays promptly to avoid penalties. Ensures that transactions requiring approval are submitted for and receive approval prior to processing; Handles printing and obtaining signatures for all A/P checks and is responsible for the timely mailing of all payments. Processes monthly retirement plan payments and employee garnishments and posts correct distribution to General Ledger. Collects W-9 forms from vendors as necessary and is responsible for handling the annual processing and distribution of 1099 Forms. Processes and prepares biweekly payroll: processes payroll changes, reviews time sheets, and calculates overtime in accordance with current wage and hour law. Runs and reconciles reports detailing retirement plan contributions and loan payments. Prepares and processes weekly cash receipts deposits for MALDEF and MPMC.

Qualifications and Experience: High School graduation and business school or community college training in basic accounting and accounting clerical functions are required. An undergraduate degree in accounting and business administration is desirable. One year experience maintaining a full set of business fiscal ledgers including annual opening and closing of the general ledger, preparation of reports, and use of computer data processing software such as Excel, Financial Edge, etc. Not-for-profit, payroll experience, and the ability to speak Spanish are desirable.

Knowledge, Skills and Abilities: In-depth knowledge of accounts payable and their relation to a general ledger and cash accounting system and ability to perform the daily, monthly, and annual entry, balancing and closing tasks; Knowledge of, or ability to learn, not-for-profit accounting and reporting requirements; Knowledge of and empathy for organizational goals and understanding of how a law firm functions; General knowledge of financial reports, including balance sheets, statement of revenue and expense, budget statements, tax reports and account analysis; Knowledge of control procedures for expenditures and revenues to ensure fiscal accuracy and prevent error and fraud; Knowledge of payroll processing, tax withholding requirements, wage and hour laws governing overtime calculations, and retirement plan contribution rules.

Compensation: \$40,000 to 48,000 /year. MALDEF offers a generous benefits package including 100% employer paid medical, dental, vision for the employee and qualified dependent family members, as short- and long-term disability insurance, term life insurance, 403(b) retirement plan with employer contribution and match, employee assistance plan, 11 paid holidays, and 20 days of personal time off (PTO) per year.

How to Apply: Send cover letter and résumé by email to: jobs@maldef.org. For ease of processing please title your email as follows: **Your Name – LA Staff Accountant**. Attachments should be in .doc, .docx, .rtf, .txt or .pdf format. Incomplete applications will not be considered.

Position Open Until Filled. ■ Equal Opportunity Employer

For more information, visit: www.maldef.org

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