

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 receipts 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 Corporation (MPMC), including all invoices and reimbursement requests, ensuring that all transactions are correctly allocated within cost centers and locations. Compares invoices, 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. Utilizing payable software, is responsible for securing multilevel payment approvals and the timely processing of all payments. Processes biweekly retirement plan payments and employee garnishments. 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 including making payroll changes, reviewing time sheets, and calculating 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: An undergraduate degree in accounting and business administration is desirable. High School graduation and business school or community college training in basic accounting and accounting clerical functions are required. A minimum one year of related experience, including working with accounting software such as Excel, Sage Intacct, Bill.com, etc. required. 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. Knowledge of, or ability to learn, not-for-profit accounting and reporting requirements. 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. Knowledge of and support for organizational goals and understanding of how a law firm functions.

Compensation: \$57,000 – 65,000/year. MALDEF offers a generous benefits package including 100% employer paid medical, dental, vision for the employee and qualified dependent family members, 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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