



Staff Accountant

DECEMBER 2017

NILC IS EXCLUSIVELY DEDICATED to defending and advancing the rights and opportunities of low-income immigrants and their families. Our mission is grounded in the belief that every American—and aspiring American—should have the opportunity to fulfill their full potential regardless of their color, where they were born, or how much money they have. Using our deep expertise in litigation, policy, and communications, we address issues that affect the lives of low-income immigrants and work with communities across the nation to create a more inclusive, just, and equitable society.

Join our dedicated, collaborative, and fun team as we fight to defend and advance the ideals that our nation is founded on!

Position and Background

The Staff Accountant reports to the Controller and is responsible for basic business and financial accounting duties. This position serves as the primary point of contact on some assigned areas while providing assistance to other accountants in the department. This position is based in Los Angeles, Calif.

Responsibilities

- Collect and import all credit/debit card receipts and record all travel in Concur.
- Import all credit card reports from Concur into the accounting system.
- Reconcile all credit card expenses with monthly statements.
- Main contact for processing and reviewing employee reimbursement requests.
- Review/approve all employee reimbursements in Concur. Import and record as paid in accounting system.
- Main contact for processing check and payment requests and obtaining approvals.
- Code, process, and record all invoices in accounting system.
- Update and maintain all vendor information in accounting system.
- Maintain files for accounts payable/receivable, cash receipts, and credit/debit cards.
- Record all contractor payments in accounting system.
- Assist in the annual audit process.
- Prepare 1099s at end of year for all independent contractors.
- Assist Legal Department in creating and collecting case-related expenses.

Education & Qualifications

- Bachelor's degree or equivalent experience in accounting field.
- 1-5 years' experience, preferably in a nonprofit organization.
- Effective communications skills and ability to work effectively with other accountants in the department.

Salary and Benefits

Competitive salary DOE. Benefits include health, dental, and vision; disability and life insurance; flexible spending account; 403(b) employer retirement plan. Excellent time off benefits!

To Apply

Please send a detailed cover letter explaining your interest in NILC's mission and why you are the best candidate for this position, along with your resume, by email to jobs@nilc.org. Use **Ref# SA1217** as your subject line. Applications will be accepted on a rolling basis.

Please do not send duplicate materials. Incomplete applications will not be considered. You must have all materials requested and follow instructions provided above to be considered. **No phone calls, please.**

*NILC is an equal opportunity employer; people of color and individuals from diverse backgrounds are **encouraged** to apply. NILC does not discriminate on the basis of race, color, national origin, citizenship status, ethnic background, religion, political orientation, gender, sexual orientation, gender identity, age, disability, or any other protected class.*
