Charlotte Center for Legal Advocacy, a non-profit agency that provides free legal assistance in civil matters to low-income persons in Charlotte and Western North Carolina, seeks a **Staff Accountant** an integral member of the Finance team and is responsible for assisting with accounting and financial reporting activities.

Reporting to the CFO, this role works alongside the CFO in providing accurate and timely financial information to key stakeholders and will work closely with senior leaders throughout the organization as well as with external partners.

**Responsibilities**

- Serves as communication liaison with external accounting partners to address questions/inquiries and facilitate processes on behalf of the organization.
- Primary contact regarding expense reimbursement policy and procedures. Administers the Center’s procurement card program. Responsible for the management and governance of procurement cards in use by the organization.
- Leads grant accounting activities to ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period. Compiles financial reporting materials for government, corporate, and foundation grants.
- Assists the Grants Manager with pre-award budget development and performs post-award budget revision reporting for grants.
- Responsible for budgetary control and post award compliance with federal, state, local and sponsor regulations.
- Responsible for the invoicing and reconciliation processes related to funding drawdowns from external, federal, and state agencies.
- Responsible for monitoring grant activity including cost overruns, cost sharing and unallowable administrative expenses.
- Reconciles and prepares monthly and quarterly financial grant reports in accordance with generally accepted accounting procedures.
- Prepares and maintains reimbursement expenditure reports for grants and reconciles monthly grant reports to funds received.
- Cross train on other Finance office functions.
Qualifications

- Minimum associate degree in related area strongly preferred. Any combination of education and experience demonstrating the knowledge and ability to perform the work.
- Accounting or bookkeeping experience to include, but not limited to double-entry accounting (debits, credits), reconciliations and sound understanding of the chart of accounts, trial balance, and balance sheet.
- Strong written and oral communication skills
- Strong organizational and follow-through skills
- High level of accuracy and attention to detail
- Skilled with Microsoft Word, Excel, and Outlook, Teams or Zoom teleconferencing platforms as well as experience with standard office equipment.
- Experience with non-profit accounting a plus

Compensation

This position is a full-time, salary, exempt position. The annual salary range begins at $50,000 and may vary depending upon experience and skills. Charlotte Center for Legal Advocacy offers a generous leave and benefits package.

To Apply

Qualified applicants should send a resume and cover letter to careers@charlottelegaladvocacy.org. Please note the position for which you are applying in the subject line.

Charlotte Center for Legal Advocacy (Advocacy Center) is committed to the full inclusion of all qualified individuals. As part of this commitment, it is the policy of the Advocacy Center to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Julia Lanham at julia.lanham@charlottelegaladvocacy.org.

Charlotte Center for Legal Advocacy provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of reemployment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.