



**charlotte center
for legal advocacy**

justice lives here.

5535 Albemarle Road
Charlotte, NC 28212
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Full Cycle Bookkeeper

Full-Time

WHO WE ARE:

Charlotte Center for Legal Advocacy, a non-profit agency that provides legal assistance in civil matters to low-income persons in Charlotte and Western North Carolina, is seeking a Full Cycle Bookkeeper to assist with the financial operations of the organization. More information about the Advocacy Center can be found at our website: www.CharlotteLegalAdvocacy.org.

SUMMARY:

The Full Cycle Bookkeeper is an integral member of the Finance team and is responsible for assisting with accounting and financial reporting activities. The person in this role will assist in providing accurate and timely financial information to key stakeholders and will work closely with staff throughout the organization as well as with external partners.

ESSENTIAL FUNCTIONS:

- Maintain accurate financial documentation for all bank accounts through monthly reconciliation process.
- Complete month end checklist activities to ensure close process is completed by the 7th business day of every month.
- Maintain ongoing file documentation to ensure compliance for grants and audits.
- Prepare monthly grant reimbursement requests and financial reporting schedules, to include pertinent reportable billable hours, customized payroll-related information and associated non-personnel expenses on designated billable grants.
- Maintain prepaid expenses, and fixed assets & depreciation schedules, adhering to revenue & expense recognition.
- Record all donor contributions – received via cash, checks and credit card entries into QuickBooks.
- Run payroll reports from payroll processing system and record salaries, benefits, and tax entries into QuickBooks each payroll run.
- Enter invoices into accounts payable platform for approval and disbursement on a weekly basis.
- Prepare sales tax reimbursement requests to the North Carolina Department of Revenue on a semi-annual basis.
- Maintain the accuracy of the general ledger and prepare monthly and quarterly financial statements.
- Perform continuous special projects and reports for the benefit of the Finance Department and general Staff as requested and needed.
- Assist with audit preparation activities for the organization's annual audit and 990 reporting processes to include the preparation of detailed financial schedules to serve as substantiating backup documentation.

- Work with external audit team to ensure transparency and full disclosure regarding all financial-related activities and requests as well as compliance with GAAP concepts and rules.

REQUIRED EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:

- Associates' degree plus three years' relevant experience or equivalent combination of education and experience.
- Demonstrated understanding of generally accepted accounting principles (GAAP), standard accounting procedures and working with financial statements.
- Talented with general ledger functions as well as the month-end/quarter-end/year-end closing processes.
- Proficient in QuickBooks Desktop and Online.
- Comfortable working with or willingness to learn other software platforms such as Salesforce, Stripe, Legal Server to further facilitate job performance.
- Huge advocate for maintaining accuracy and keen attention to detail.
- Enthusiastic aptitude for numbers and possess quantitative, critical-thinking skills.
- Thorough understanding and adherence to standard business conventions, including and not limited to the continuous awareness and practices of segregation of duties and strict internal controls.

PREFERRED EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:

- Advanced MS Excel skills
- BS Degree in Business Administration or similar discipline
- Experience with non-profit accounting

WORK SCHEDULE

Charlotte Center for Legal Advocacy supports a hybrid work schedule with core work Monday through Friday, 8:30 am to 5:00 pm

SALARY

This position is a full-time non-exempt position, with a minimum salary of \$23 per hour and may vary based on education and experience.

BENEFITS

The Charlotte Center for Legal Advocacy offers a generous leave and benefits package, including medical, dental, and vision coverage at 100% for employees, 22 paid days of General Leave, and 12 paid holidays

EQUAL OPPORTUNITY EMPLOYER

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.

APPLY

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. This position is open until filled.

