



Title: Bookkeeper
Status: Full-time Exempt
Reports to: Accountant
Salary: Commensurate with Experience

Description of Organization

Lawndale Christian Legal Center (LCLC) provides North Lawndale justice-involved youth, 24 and under, with community-based holistic legal services. This highly relational and innovative model of holistic defense is performed by an interdisciplinary team of attorneys, case managers, outreach workers, and wrap around supports working seamlessly together in the community to support, serve, and advocate for youth and young adults in contact with the criminal justice system. Our holistic team works together to meet the various needs of our youth at every phase of the criminal justice system from diversion, court advocacy, and reintegration during probation or parole. By serving youth holistically in their community, LCLC is leading the transformation of the traditional criminal justice system by establishing new best practices in community-based holistic interventions that are more effective and cost less. More information on LCLC can be found at www.lclc.net.

Who You Are

You are someone who has been called to fight injustice and help vulnerable young people thrive. You believe everyone has the right to a fair legal defense and would like to do your part to help young people in Lawndale exercise that right. You are gifted at pitching in where needed, have a wonderful demeanor, and bring organization and professionalism to all you do.

Job Description

Under the direction of our Accountant, the Bookkeeper is responsible for performing functions related to the daily financial and operational management of the social services organization. This includes a variety of bookkeeping duties, ensuring accurate and timely financial recordkeeping, and managing payments and receivables.

Required Qualifications

- * 2+ years nonprofit bookkeeping/accounting experience
- * Bachelor's degree
- * Proven expertise with QuickBooks and strong mathematical skills
- * Highly detail-oriented and organized
- * Proficient in the MS Office Suite and demonstrated ability to learn new programs; experience with Salesforce a plus
- * Strong analytical, problem solving, and verbal skills
- * Demonstrated time management skills and ability to manage priorities and workflow
- * Good interpersonal skills and flexibility within a small office, along with confidentiality and thoroughness
- * Good judgment, with the ability to make timely and sound decisions
- * Understanding of and commitment to the organization's mission
- * Payroll experience would be a plus

Responsibilities include:

- * Ensure that all relevant financial and transaction data is entered and categorized in QuickBooks accurately and on a timely basis
- * Accounts Payable – prepare payments and checks, ensure accuracy between invoices and payment method, ensure all back-up data is obtained and filed; manage vendor accounts; generate year-end 1099s
- * Accounts Receivable – coordinate deposits and prepare invoice requests, ensure accuracy, ensure all back-up data is obtained and filed; provide timely receipts and year-end statements for all donations
- * Reporting – assist in generating monthly financial reports, contract vouchers, funder fiscal reports; assist in preparing files and other documents for audits
- * Filing/Recordkeeping – maintain accurate and organized current and historical records/documents through accurate and highly organized filing system
- * Perform other special projects and administrative duties as assigned by the Accountant

Application

Please send cover letter and resume to Carlos Monzon at cmonzon@lclc.net. Include position title in email subject.

Lawndale Christian Legal Center is an equal opportunity employer.

We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and organizational needs. Our goal is to be a diverse workforce that is representative of those we serve. We especially encourage applications from residents of the Greater Lawndale community.