



Senior Accountant – Las Vegas, Nevada

Nevada Legal Services (NLS) strengthens communities across Nevada by ensuring fairness and providing equal access to justice. We are a non-profit legal aid organization providing free legal services to low-income individuals and families in every county in Nevada. Our primary source of funding is through a grant from the federal Legal Services Corporation, although we receive funding from a variety of grant funders as well as private donors.

Nevada Legal Services has an opening for a Senior Accountant to work closely with our in-house Accounts Payable Administrator and outside Comptroller service to meet the needs of our growing organization. The Senior Accountant will have primary responsibility for day-to-day accounting functions, including reconciliation, fund allocations, month-end and year-end closing tasks, preparation of financial statements, maintaining financial controls and records, and preparing invoices and requests for reimbursement for various grants. In addition, the Senior Accountant will work with our outside accounting firm to support the timely completion of the organization's annual tax return and audit, as well as assisting with other financial or compliance-related tasks as needed.

We provide generous paid sick and vacation time and employer-paid medical insurance, as well as dental, vision, life insurance, and retirement plan. Salary DOE. This position may grow with the right candidate.

Qualifications:

- B.A. in Accounting or equivalent from an accredited four-year college or university.
- Minimum 5 years accounting experience, with at least 2 years in non-profit accounting.
- Experience with federal grants, fund allocations, and financial reporting.
- Thorough knowledge of Generally Accepted Accounting Principles (GAAP) and regulations relevant to nonprofit accounting.
- Ability to work independently, handle changes or unexpected events, and maintain cordial working relationships with administrative personnel, co-workers, service providers, and clients.
- Detail-oriented and conscientious.
- Excellent communication and organizational skills.
- Proficient in Microsoft Excel, with working knowledge of other Microsoft Office applications (i.e. Outlook, Word, etc.).
- Working knowledge of MIPS accounting software helpful but not required.

Application Instructions:

Applications will be reviewed on a rolling basis until the position is filled. Provide a cover letter explaining interest, resume, and 3 references to careers@nevadalegalservices.org, and reference "Accountant" in the subject line.

Nevada Legal Services (NLS) is committed to a policy of equal opportunity and fosters an environment free of barriers and discriminatory practices. NLS actively promotes mutual respect, acceptance, teamwork and productivity. NLS is committed to maintaining an organization whose staff, Board and clients are diverse in background, experience, race, color, national origin, gender, age, religious reference, marital status, sexual orientation, sensory, mental or physical abilities, veteran status, and other qualities that strengthen the program while reinforcing its commitment to basic fairness. People of color, people who identify as transgender, lesbian, gay, or bisexual, and those with disabilities are strongly encouraged to apply. Individuals needing a reasonable accommodation for the application, interview process or for more information about the program may send a request to the email address provided. | Equal Opportunity Employer