



## **Senior Accountant**

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 people in every county in Nevada. Our primary source of funding is through a grant from the federal Legal Services Corporation.

The Senior Accountant serves as the primary contact for auditors and assists the CFO with accounting, budgetary and auditing functions.

### **Duties and Responsibilities**

- Ensuring daily financial items such as accounts payable, cash receipts, accounts receivable, Payroll, and credit card transactions are recorded properly.
- Prepare timely monthly, quarterly, and year-end financial close, including journal entries, balance sheet, bank, credit card, and investment account reconciliations, accruals, and overall maintenance of all operational accounts.
- Ensures accounting schedules are updated and accurate.
- Ensuring proper revenue and expense recognition.
- Monitoring cash and investment balances and performing cash flow forecasting.
- Ensuring all finance and accounting operations comply with generally accepted accounting principles (GAAP), federal and state laws, as well as all Grant restrictions.
- Assisting the CFO with monthly financial reporting needs.
- Collaborate with external auditors to prepare the annual audit, tax filings, and manage the successful passing of the annual audit.
- Ability to provide financial insights and analysis to support decision-making process
- Other duties as assigned.

### **Qualifications**

- Bachelor's degree Required.
- Master's Degree or CPA a plus
- 3 Years of accounting experience preferably Non-Profit accounting
- Experience with Federal Grants
- Experience with ABILA (MIPS) accounting Software is preferred.
- Data management and data analysis skills.
- Strong time management and organizational skills.

### **Compensation & Benefits**

- \$80K - \$90K Annual Salary DOE
- Paid sick and vacation leave
- Work Week is 34 hours per week.