

## **Legal Foundation of Washington**

### **Staff Accountant Position Announcement**

The Legal Foundation of Washington (LFW) envisions a society where poverty or race is not an impediment to justice. We remove barriers to the justice system by funding programs that provide high quality civil legal services to people who experience poverty in Washington State.

Since our creation in 1984, LFW has invested over \$250 million in our state's legal aid system. LFW is an independent nonprofit organization led by a nine-member board of trustees who oversee multiple revenue sources that total over \$10 million annually.

LFW seeks a Staff Accountant to support the administration of our \$10 million portfolio of grants, payroll, and accounts payable.

### **Who We Are**

LFW is a proud supporter of the Alliance for Equal Justice, a network of Washington State organizations that collaborate to coordinate strategy and the delivery of civil legal aid to people and communities that experience poverty and injustice. We are committed to identifying and dismantling all barriers that deny justice and perpetuate poverty and racial inequities.

The LFW board and staff team values communication, collaboration, and a shared commitment to our mission. We are careful stewards of resources, and we approach our work and discharge our decision-making responsibilities with an ethos of humility and respect.

LFW is committed to becoming an anti-racist organization. We know that creating fair access to civil justice requires undoing systemic racial oppression and reflect racial justice and inclusion in all of our grantmaking. We are committed to long-term systemic change and commit more than half of our funding to impact litigation and policy reform that advance rights for people living in poverty. Internally, we pursue a regular course of learning and education to change and update our thinking and practices in ways that reflect the values of anti-racism.

### **The Role of the Staff Accountant**

The Staff Accountant responsibilities include:

- Accounts Payable
- Payroll Processing
- General Ledger entries, including deposits and journal entries
- Reconcile monthly deposits to donor database
- Coordinate preparation for annual audit and single audit
- Taxes and filings, including Form 990

### **Qualifications and Desirable Characteristics**

Qualified applicants will have:

- Experience with full accounting cycle (cash receipts, disbursements, accruals, reconciliations and reporting)
- Experience with accounting for multiple funding sources and grant reporting
- Experience with payroll processing; understanding of application of compliance and legal matters related to the administration of payroll and benefits
- Proficiency with Excel (including graphs and pivot tables)
- Preferred: experience with an accounting system other than QuickBooks, prior experience with Great Plains a plus.

This position is based in Seattle, WA. Currently all LFW employees are work-from-home due to COVID-19 health and safety guidance but the expectation is that this position will return to being based at the LFW offices as soon as circumstances permit. All offers of employment for this position are contingent upon clear results of a background check.

### **Compensation and Benefits**

This is a full-time position that pays \$72,500 annually. LFW offers a full benefits package including medical, dental, vision, disability insurance and flexible spending account for health and child care expenses, a retirement plan; three weeks of vacation to start + holidays and paid sick leave; a fully subsidized ORCA pass; ongoing training opportunities; and the opportunity to work with a collegial and dynamic team.

LFW is committed to a policy of equal opportunity and supports an environment free of barriers and bias. People of color, people with disabilities, members of the LGBTQ community, and other individuals with diverse backgrounds are encouraged to apply.

This position is open until filled. We will begin reviewing applications on May 5, 2021. Please send your resume and cover letter to Kristin Parker ([kristin@legalfoundation.org](mailto:kristin@legalfoundation.org)).