



Senior Accountant (Hybrid)

Opening Date: September 23, 2026

Closing Date: December 1, 2026

Neighborhood Legal Services Program (NLSP) of the District of Columbia is seeking an experienced and detail-oriented **Senior Accountant** to support the organization's financial operations and ensure the integrity of accounting records, financial reporting, grant compliance, and audit readiness. This hybrid position plays a key role in maintaining sound financial management practices and supporting organizational decision-making.

Applicants are encouraged to submit their resumes by December 1, 2026, at which time applications will receive priority consideration. Applications received after that date will be reviewed on a rolling basis until the position is filled.

ABOUT NLSP

NLSP is a private, nonprofit law firm that provides high-quality civil legal services to low-income residents of the District of Columbia. Since 1964, NLSP has worked to secure justice for vulnerable residents through direct representation, community engagement, and systemic advocacy. NLSP provides legal assistance in housing, family law, consumer protection, public benefits, barriers to employment, and related civil legal matters. NLSP fosters a collaborative work environment centered on service, integrity, accountability, and professional excellence.

About the Role

Reporting to the Director of Administration, the Senior Accountant serves as a key financial resource for the organization and works closely with NLSP's outsourced accounting provider to support day-to-day accounting operations, financial reporting, audit activities, grant accounting, and compliance functions. This position helps ensure the accuracy, integrity, and transparency of the organization's financial operations while supporting sound fiscal management practices.

Key Responsibilities - Accounting Operations

- Maintain accurate accounting records in accordance with GAAP and nonprofit accounting standards.
- Perform general ledger accounting, account reconciliations, journal entries, and month-end/year-end close activities.
- Monitor financial transactions for accuracy and compliance with organizational policies.
- Financial Reporting
- Prepare internal financial reports and supporting schedules.
- Support budget monitoring and financial analysis activities.
- Assist with preparation of financial statements and management reporting.
- Financial grants management and compliance
- Monitor restricted and unrestricted grant activity and funding requirements.
- Assist with financial reporting related to grants and other funding sources.
- Support compliance with grant agreements, budgets, and reporting requirements.
- Audit and Internal Controls
- Assist with annual audit preparation and coordination.
- Prepare audit schedules, reconciliations, and supporting documentation.
- Support development and maintenance of internal controls and accounting procedures.

Qualifications - Education and Experience

- Bachelor's degree in Accounting required.
- CPA or CPA eligibility preferred.
- Ability to work with outsourced accounting firm.
- Minimum of five (5) years of progressively responsible accounting experience.
- Experience with general ledger accounting, reconciliations, financial reporting, and month-end/year-end close processes.
- Experience supporting financial audits and audit preparation.
- Experience with grant accounting, restricted funds management, and compliance reporting.
- Experience with QuickBooks Online or similar accounting software.
- Advanced proficiency in Microsoft Excel.
- Nonprofit accounting experience preferred.

Core Competencies

- Exceptional attention to detail and commitment to accuracy.
- Strong analytical and problem-solving skills.
- Ability to interpret and apply accounting policies, procedures, and standards.
- Strong organizational skills and ability to manage multiple priorities.
- High level of integrity, professionalism, and discretion.
- Effective written and verbal communication skills.
- Ability to work collaboratively with staff, auditors, funders, and external financial partners.

Salary and Benefits

- Salary Ranges: \$80K - \$90K per year with at least 5 years of experience.
\$82K - \$92K per year with CPA licensure and at least 5 years of experience
- Hybrid Work Schedule
- Comprehensive benefits including medical, dental, vision, paid leave, parental leave, life, and disability insurance, 403(b) retirement plan, sabbatical, and transit benefits.

Work Location

- Based at NLSP Headquarters, Washington, DC.

Application Process

Submit a resume and a cover letter of no more than one page describing your qualifications and nonprofit experience. Please include “**Senior Accountant**” in the subject line and indicate where you found the posting. Submit all requested documents to NLSPadminapplications@nlsp.org.