POSITION ANNOUNCEMENT

Accounting and Contract Assistant

Opening Date: July 6, 2023. Closing Date: Applications Accepted until Position is Filled.

Neighborhood Legal Services Program of the District of Columbia has an immediate opening for an Accounting and Contract Assistant. This position will report to the Director of Finance and Administration and work closely with NLSP’s Housing and Eviction Prevention programs.

ABOUT NLSP
Established in 1964, NLSP pioneered the concept of a law office rooted in the neighborhoods that it serves and established landmark precedents, which have retained their vitality and relevance. NLSP remains embedded in D.C.’s most low-income communities, builds its work on strong partnerships with community-based organizations, and seeks to achieve lasting change for its clients and their communities by using a full range of advocacy tools. Its diverse, multi-lingual and passionate staff embrace an explicitly anti-poverty mission and share a deep commitment to securing meaningful access to justice. All NLSP staff members are currently working a hybrid work schedule.

DUTIES AND RESPONSIBILITIES

• Support duties related to accounts payable functions
• Assist with preparation of financial and statistical statements and reports
• Analyze financial information in order to identify discrepancies
• Research and resolve discrepancies in a timely fashion
• Maintain confidentiality of all financial data
• Prepare and maintain contracts between NLSP and other DC organizations
• Compile and prepare routine reports and summaries
• Perform other duties as assigned.
QUALIFICATIONS

The successful candidate will possess:

- At minimum, an associate degree in Accounting or Bookkeeping and or similar field, experience preparing and reviewing contracts. An equivalent combination of education, training, and experience can be substituted.
- 1-3 years of relevant, hands-on accounting experience
- Excellent verbal and written communication skills
- Strong attention to detail and accuracy
- Ability to work independently on assigned duties
- Demonstrates an ability to manage a variety of priorities while meeting deadlines

COMPENSATION

Competitive salary depends on experience and benefits package that includes employer-paid medical, dental, and vision insurance; employer-subsidized family health coverage; paid vacation, holidays, personal days, and sick leave; 8-week parental leave for birth or adoption of a child; employer-paid life and long-term disability insurance; 403(b) Thrift Plan (voluntary retirement savings program); and tax-free transit benefits.

APPLICATION PROCESS

Interested persons should send a letter of interest, resume, contact information for three professional references and one writing sample to:

Kathy Hollins Fields, Director of Finance and Administration
khollinsfields@nlsp.org

Please put “Accounting and Contract Assistant” in the subject line. Applications will be accepted until the position is filled; however, interested applicants are encouraged to submit applications by July 31, 2023. No telephone calls please.

NLSP IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Neighborhood Legal Services Program of the District of Columbia that no employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran’s status, or any other basis prohibited by law, including the D.C. Human Rights Act and Language Access Act.