# **LEGAL AID OF SOUTHEASTERN PENNSYLVANIA, INC.**

# **Job Announcement**

# **Bookkeeper/Human Resources Assistant – Norristown/Montgomery County, PA** **(EWC03282022)**

Summary

Legal Aid of Southeastern Pennsylvania, Inc. (“LASP”) seeks a full-time, dependable Bookkeeper/Human Resources Assistant who will provide professional, efficient, and accurate support to its busy Finance Team and mission-driven operations. LASP provides civil legal services to low-income individuals and families with a staff of 80+ employees working in 9 offices in Bucks, Chester, Delaware, and Montgomery Counties in the Philadelphia suburbs. Cases focus on fundamental human needs including housing, protection from domestic violence, family law, and basic income support. LASP also provides fresh starts for those facing obstacles to decent housing and employment due to expungable criminal records or debt. The position is based in Norristown at LASP’s administrative office at 151 W. Marshall Street, in the historic former Sheidt Brewery corporate headquarters. Proof of COVID-19 vaccination is required. Staff currently work on a hybrid basis depending on the current state of the Coronavirus in the service area. The successful candidate will be expected to perform in-office work as well as to be able to work remotely as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Support all aspects of LASP’s Human Resources operation including recruitment, onboarding and orientation, payroll, timekeeping, and maintaining files (physical and electronic);

2. Assist the Director of Finance with audit preparation and execution and grant monitoring;

3. Manage payment and record-keeping for 1099 vendors, and address vendor and related financial issues;

4. Record accounts payable into accounting software and prepare checks for signature/mail;

5. Utilize remote deposit software for weekly bank deposits and present physical deposits to the bank (as needed);

6. Maintain and balance ledgers, accounts, and related records;

7. Reconcile monthly credit card and bank statements, assist in the preparation of payroll/benefit reports, and collect related supporting documentation;

8. Prepare journal entries for the Director of Finance;

9. Retrieve and post mail; and

10. Other duties as assigned.

SUPERVISOR: The Bookkeeper/Human Resources Assistant will report directly to LASP’s Direct of Finance but will also have significant interaction with LASP’s Human Resources Manager and other LASP executive staff, including the Executive Director, Deputy Directors for Operations and Advocacy, Director of Development, and the Grants and Compliance Specialist.

QUALIFICATIONS: Associate’s degree or higher in relevant field including Business Administration, Human Resources, Accounting, or similar field; Understanding of generally accepted accounting principles; Prior usage of accounting software; Minimum of 3-5 years of relevant experience; Excellent command of Microsoft Suite including Word, Excel, PowerPoint, and Sharepoint; Strong attention to detail, and ability to multi-task in a fast-paced/deadline-driven environment.

SALARY RANGE: Depending on experience and qualifications with a minimum of $38,000. Excellent benefits including employer-funded 401K, health and ancillary benefits, and liberal leave provisions including paid holidays, personal, vacation, and sick leave.

LASP is an equal opportunity employer and will not discriminate in the recruitment, selection, or advancement of employees on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, genetic information or on any other basis prohibited by law.

TO APPLY: Send resume and writing sample to Elise Wilson-Coles, Human Resources Manager, at Legal Aid of Southeastern Pennsylvania to Hiring@lasp.org. Position remains open until filled.