

## **Senior Accountant Position Available Middletown, CT**

Connecticut Legal Services (CLS) is hiring a full time Senior Accountant who will be located in the Middletown office. The Senior Accountant will work closely with the Finance Director, Finance Associate, and HR Manager to maintain accounting records, prepare payroll, financial statements and grant reports, ensure integrity of internal controls, and participate in the financial administration of CLS.

### **The Senior Accountant tasks include but are not limited to:**

- Provide fiscal management and finance support by managing daily, monthly, quarterly, and annual accounting processes needed for production of grant and agency financial statements and reports;
- Develop and prepare grant budgets and financial reports for assigned funders;
- Maintain receivables, payables, revenue and expenses for assigned funds to ensure accuracy/integrity of associated transactions and balances in CLS' accounting system;
- Manage CLS' semi-monthly payroll process;
- Play a key role in maintaining CLS' system of internal controls; and
- Provide assistance and back-up support for other organization finance-related functions as needed.

**START DATE:** As Soon As Possible

### **QUALIFICATIONS:**

- Bachelor's Degree in Accounting required;

*Connecticut Legal Services is an equal opportunity employer and contractor. We proudly value diversity and encourage candidates of all backgrounds to apply.*

- No License required but CPA or CMA preferred;
- Nonprofit financial administration experience preferred;
- Knowledge of Microsoft Excel, Microsoft Word, Microsoft Outlook preferred;
- Blackbaud Financial Edge experience preferred;
- Excellent interpersonal and communication skills;
- Demonstrated ability both to collaborate closely with colleagues and to work independently when necessary; and
- Dedication to meeting high moral and ethical standards.

**COMPENSATION:** Salary \$60,000 to \$80,000, depending on experience; excellent vacation/leave, health, and other benefits.

**APPLICATION:** Applicants should send a cover letter clearly describing their qualifications, resume, and the names and contact information for three references to [applications@ctlegal.org](mailto:applications@ctlegal.org). CLS invites all applicants to include in their cover letter a statement about how your unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of our staff and legal services practice.

Applications are reviewed on a rolling basis and will be accepted until the position is filled. In order to expedite the internal sorting and reviewing process, please type your name (Last, First) and “Senior Accountant Application” as the only contents in the subject line of your e-mail.

**ORGANIZATION DESCRIPTION:** CLS is Connecticut’s largest non-profit law firm, providing free legal help to low-income people in areas including housing, consumer, elder, family law, public benefits, education, immigration, employment, and disability. With a staff of 65 in seven offices across Connecticut, CLS fights for equal justice and improved life opportunities for more than 12,000 people every year.

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