



Job description

Finance Assistant

Full-time, salaried

Volunteer Lawyers Project of CNY, Inc.

The mission of the Volunteer Lawyers Project of CNY, Inc. (VLP) is to provide access to justice through engaging the legal community in volunteer service to those in need.

Position Description: VLP seeks a full-time Finance Assistant to support the Director of Finance and Administration. The Finance Assistant is responsible for performing a variety of bookkeeping and grant management duties.

Desired individual will have experience working in a nonprofit finance setting, knowledge and experience with grants management, and the ability to be flexible.

Job duties for this position include:

- Maintain online/physical grant files.
- Preparation of documentation for grant vouchers.
- Assist with preparing grant and agency budgets.
- Prepare various worksheets and reconciliations.
- Bank deposits
- Maintaining cash worksheet
- Support the accounts payable process.

The Finance Assistant will be called on to assist with additional matters as needed. This is not a complete list of all duties and responsibilities.

Minimum Qualification Standards:

- Associates degree or 2 years of relevant experience
- Knowledgeable in accounting policies and procedures
- Experienced with QuickBooks or similar accounting software
- Proficient in Excel
- Experience in non-profit accounting and grants management preferred
- High level of attention to detail



- Experience working with (or volunteering with) organizations that focus on serving vulnerable and diverse populations preferred.

Knowledge, Skills, and Abilities:

- Positive attitude and flexibility – willingness to jump in and help out wherever needed.
- Team player who can analyze and solve issues as they arise.
- Fully embrace mission of the organization.
- Maintain high standards of professional and kind demeanor, including in communications with funders, staff, volunteers and clients.
- Strong work ethic and organizational skills. Ability to work with sensitive and confidential information.

To apply, please submit cover letter and resume to Cindy Mills, Director of Finance. Applications will be accepted until the position is filled, and we are hoping to fill the position as soon as possible.

OUR COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Volunteer Lawyers Project of CNY, Inc. is committed to a work culture of zealous advocacy, respect, diversity and inclusion, client-oriented defense, access to justice and excellent representation. We are dedicated to building a strong professional relationship with each of our clients, to understanding their diverse circumstances, and to meeting their needs. Our ability to achieve these goals depends on the efforts of all of us.

VLPCNY is an equal opportunity employer. VLPCNY seeks to hire individuals from diverse backgrounds and with diverse experiences who are professional, collaborative, and creative thinkers with a passion for our mission.

Job Type: Full-time

Salary: \$50,000.00 - \$53,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off