**Job Announcement**

**Senior Accountant**

Philadelphia Legal Assistance

Philadelphia Legal Assistance (PLA), a non-profit that provides free civil legal services to low-income individuals and families to ensure equal access to justice and strengthen Philadelphia’s communities, is seeking a highly organized and collaborative Senior Accountant to join our organization. The Senior Accountant is responsible for conducting monthly closings, preparing financial statements for our annual audit, and ensuring our processes and procedures maximize clarity and adherence to requirements while minimizing inefficiencies. The Senior Accountant reports to PLA’s Finance Director and is a key member of the organization’s Finance team.

**Key Responsibilities**

* Conduct regular month-end and year-end closing for all of PLA’s programs and projects
* Analyze and reconcile balance sheets and general ledger accounts, ensuring accuracy in allocation of assets, liabilities, revenues and expenses, and resolving discrepancies
* Prepare schedules and financial statements in support of annual audits
* Ensure financial grant compliance and fiscal responsibility
* Utilize and recommend improvements to policies, procedures, and manuals designed to enable clarity in financial processes and ensure adequate financial controls
* Assist the Director of Finance in creating cash flow projections, budget variance analyses, and revenue forecasts

**Preferred Experience and Skills**

* Four-year degree and at least three years of accounting experience, including a demonstrated understanding of month-end/year-end close processes, GAAP, and grant accounting processes
* An aptitude for understanding, adhering to, and applying grant reporting requirements and restrictions within a dynamic environment
* Excellent organization, prioritization, and time management skills, including the ability to manage multiple projects at once
* Exceptional accuracy and attention to detail with solid writing skills
* An orientation toward collaboration and teamwork, along with a self-directed work ethic and the ability to work independently
* Comfort with ambiguity and adapting to changing circumstances
* Values alignment with PLA, including a commitment to justice, equity, and opportunity

**Location and schedule information**

PLA’s work hours are Monday to Friday, 9:00 am to 5:00 pm. The organization is currently operating on a hybrid schedule, with at least 2 days a week in our Center City Philadelphia office, and the remainder of the days working remotely.

To enable successful remote work, candidates will need to have reliable internet access.

**Compensation**

The salary range for this position is $60,000-$75,000 annually along with a competitive benefit package that includes health insurance premiums paid in full for employee and family; cash incentives for health insurance opt out; vision; dental; vacation, personal, and sick leave; thirteen (13) paid holidays; 403(b) retirement plan with employer contributions; paid parental leave; life insurance; and short- and long-term disability benefits.

**To apply**

Please submit a cover letter, resume and three references to [financejobs@philalegal.org](mailto:financejobs@philalegal.org).

PLA values a diverse work environment and strongly encourages women, people of color, people who identify as LGBTQ, people with disabilities, people who have experienced poverty or homelessness, and people who have had prior contact with the juvenile, criminal, or child welfare systems to apply. PLA invites all applicants to include in their cover letter a statement about how your background and/or experiences might contribute to the diversity, cultural vitality, and perspective of our staff and legal services practice.

**About Philadelphia Legal Assistance**

For more than 25 years, Philadelphia Legal Assistance has provided free civil legal services to low-income individuals and families to ensure equal access to justice and strengthen Philadelphia’s communities. Our nearly 100 employees work across 7 divisions to serve over 8,000 clients annually, providing direct legal representation, advice, and information related to housing, public benefits, protection from abuse, child custody, farmworker rights, and more.