



## Position Announcement

**Job Title:** Full Charge Bookkeeper (General)

**FLSA Classification:** Non-Exempt

**Reports To:** Accounting Supervisor, Chief Financial Officer

**Supervises:** N/A

Inland Counties Legal Services is seeking a Full Charge Bookkeeper to join our Accounting Team. Inland Counties Legal Services, Inc. is a nonprofit organization providing legal services to low-income persons residing in Riverside and San Bernardino Counties. ICLS targets services to seniors and those in the greatest social and economic need. Legal services are provided by attorneys, or paralegals under the direct supervision of an attorney. Levels of service include advice and counsel, limited action (includes negotiations and preparation of legal documents), as well as direct representation before administrative law and civil courts. ICLS provides legal assistance in a variety of areas of law. The eight practice groups are: Outreach, Consumer, Housing, Family Law, Immigration, Systemic and Impact, Health Law, and Public Benefits. Visit our website at [www.inlandlegal.org](http://www.inlandlegal.org) for more information.

### Overview of Position

Under the general supervision of the Accounting Supervisor and Chief Financial Officer, assists with program accounting, including all necessary financial reporting and functions and exercises professional judgment in planning and completing complex accounting work, subject to the final review and approval of the Chief Financial Officer.

### Specific Duties and Responsibilities

- **General Ledger:** Primary job function. Maintains and reconciles all general ledger accounts in accounting system, recording all program financial transactions. Enters details of transactions into the computer and appropriate ledgers and journals. Prepares monthly recurring journal entries and assists in the monthly and annual financial close under the direction of the Accounting Supervisor.
- **Cash Receipts:** Prepares batch entry for cash receipts journal.
- **Client Trust Accounting:** Responsible for accounting for client trust account activity and maintaining client trust account ledgers.
- **Reports:** Prepares audit schedules and information for the Chief Financial Officer. Assists in the preparation of federal, state, county, and other program reporting as requested by the Chief Financial Officer.
- **Performs inventory control,** including maintaining the fixed assets database and tracking the relocation of furniture and equipment from one office to another, updating the depreciation schedule.



- Filing: Assists in maintaining accounting filing and electronic inbox.
- May assume duties of other Accounting staff when they are on leave.

### **Desired Education and Experience**

- Education: Associates degree in accounting or a minimum three years' experience in accounting/bookkeeping.
- Work experience: Ability to work in an efficient manner and maintain accuracy in data input. Ability to work well with others.
- Ability to perform complex accounting functions in a fund accounting environment preferred. Work experience in nonprofit or governmental accounting preferred.
- Ability to be productive both in the office and from a remote work environment
- Other:
  - Highly ethical in business dealings.
  - Ability to relate to the client community being served
  - Must have automobile to use for job-related duties.
  - California Drivers' License and Insurance as required by California State Law
  - Proof of eligibility to work in the United States.

**CRIMINAL BACKGROUND CHECK:** Due to the nature of the position and requirements by funders, this is required. Applicants must give written consent.

### **How to Apply**

Submit a resume and cover letter to [HRManager@icls.org](mailto:HRManager@icls.org) or via this posting service.

Inland Counties Legal Services Is an Equal Opportunity Employer

Women, Minorities, and Persons with Disabilities are Encouraged to Apply