



PROVIDING ACCESS TO JUSTICE
FOR ORANGE COUNTY'S LOW INCOME RESIDENTS

JOB ANNOUNCEMENT

Position	Full Charge Bookkeeper
Organization Description	<p>The Public Law Center (PLC) is a nonprofit organization that provides free legal services to low-income residents of Orange County. PLC provides high quality direct legal representation, in addition to coordinating and supervising pro bono representation in the following areas: family law, housing law, veterans law, transactional law, consumer law, immigration, federal tax law, and health law. The office coordinates community- and courthouse-based clinics, provides self-help and limited scope assistance, and provides full-scope representation to low-income residents of Orange County.</p>
Qualifications	<ul style="list-style-type: none"> • Handle multiple assignments without difficulty...multitasking skills are a must! • Minimum of 5 years of general bookkeeping experience (6-8 years of experience preferred) which would include: <ul style="list-style-type: none"> * Accounts Payable, Accounts Receivable * Bank Reconciliation * Payroll * Account analysis * Preparing and reviewing financial statements • Ability to work independently with limited supervision • Ability to use standard computer software applications • Working knowledge of Windows and Microsoft Excel, Word and Outlook • Experience and proficiency with QuickBooks required • Professional communication skills
Duties and Responsibilities	<ul style="list-style-type: none"> • Complete responsibility including bank reconciliation, recording journals and all adjusting entries through General Ledger. • Process all related payroll information to 3rd party payroll provider. Payroll is reported bi-monthly. Report end of year contract service providers to generate a 1099. Report new employee information, salary changes, terminated employees to payroll provider in a timely manner. • Compilation of financial statements requiring knowledge of depreciation, tax/cash vs. accrual accounting, assets and liabilities, year- end closing processes and comparison to tax return, financial statement analysis, internal controls and fraud detection.
Salary & Benefits	<ul style="list-style-type: none"> • Hybrid work schedule • Compensation dependent on experience; range of \$85,000 to \$100,000 • Competitive benefits provided

Please submit resume and cover letter to Grace Landa at: glanda@publiclawcenter.org
Please no phone calls.

APPLICATION DEADLINE: Open until filled
The Public Law Center is an Equal Opportunity Employer.