



Staff (Payroll) Accountant

The Lawyers' Committee is one of the leading national civil rights legal organizations, with the principal mission of fighting racial discrimination faced by African Americans and other racial and ethnic minorities. The Lawyers' Committee was formed in 1963 at the request of President John F. Kennedy to enlist the private bar's leadership and resources in combating racial discrimination and the resulting inequality of opportunity – work that continues to be vital today.

The Lawyers' Committee seeks a Staff (Payroll) Accountant to process Payroll, manage Travel and Expense Reimbursement requests, maintain financial records, prepare and analyze various GL accounts and perform general bookkeeping duties. The position will accomplish this function by performing a wide range of financial and accounting duties in the Accounting Department. The Staff (Payroll) Accountant will work under the supervision of the Accounting Manager. This is a junior level position with a 1-year term with the possibility of renewal based in Washington, D.C.

Specific Duties and Responsibilities

- Manage the entire Payroll function – such as processing the semi-monthly payroll, entering changes to leave accruals, 403(b) and 457(b) transactions, vacation pay-outs and researching payroll-related issues/problems;
- Maintain and reconcile leave accrual account schedules;
- Assist with annual W-2 reviews and approvals;
- Manage all Travel and Expense Reimbursement requests – which includes processing and paying Employee Expense Reimbursements and maintaining a positive relationship with employees;
- Review and process credit card activity, and reconciling to credit card statements;
- Reconcile various cash, investments and special reserve accounts, and recording related monthly account activity;
- Reconcile various non-grant revenue accounts (e.g. the board, individuals, and dinner contribution income accounts);
- Prepare year-end work (preparing audit and 990 schedules per Prepared by Client (PBC) lists); and
- Perform other related duties as directed (e.g. assisting in drafting Financial Policy Manuals including travel, credit cards, and the

accounting policies and procedures manual to insure quality internal controls).

Minimum Qualifications

- BS Degree in Accounting or Finance;
- 2 - 3 years of experience in Accounting/Finance;
- Experience in Microsoft Office (MS Excel, in particular);
- Proficient in MS SL (Solomon) accounting software;
- Strong communications skills, a high degree of self-motivation and ability to work independently;
- Excellent interpersonal skills and ability to get along well with all staff; and
- Comfort working in a diverse environment.

To Apply: Please submit a cover letter and resume to <https://podio.com/webforms/23300559/1666091>. No calls will be accepted. The position will remain open until filled and applications will be reviewed on a rolling basis. Salary and benefits are competitive for a nonprofit legal organization. Staff Benefits include Employer Sponsored (Medical, Dental and Group Life & AD&D); Voluntary Benefits (Vision Insurance, Short-Term Disability, Long-Term Disability and Supplemental Life) coverage; the opportunity to participate in the 403(b) Retirement Plan; Voluntary Flexible Spending (Medical and/or Dependent Care) and Commuter Benefits; 11 paid Holidays and Vacation/Sick days.

The Lawyers' Committee does not discriminate on the basis of actual or perceived race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, gender identity or expression, family responsibility, personal appearance, genetic information, matriculation, political affiliation, or any other status protected under law.

We strongly encourage candidates of color and candidates from underrepresented communities to apply.

Accessibility Assistance: Although calls will not be accepted regarding questions about the position, if you are an individual with a disability and need assistance completing the online application, please call 202-662-8600 and ask for an applicant accommodation or send an email with the subject line "Applicant Accommodation" to kcoates@lawyerscommittee.org.