

## ACCOUNTANT

Land of Lincoln Legal Aid seeks an **Accountant** for its Administrative Office. The Accountant will work with senior accounting and administrative staff to maintain a fund-based general ledger and system-wide accounting and will assist with grant-based reporting. This position reports to the Comptroller and Deputy Director of Finance.

Land of Lincoln Legal Aid provides free civil legal services to low-income individuals in 65 counties in Illinois. We are committed to providing justice for those whose voices might otherwise not be heard; to empower individuals to advocate for themselves; and, to make positive changes in the communities we serve. Our attorneys provide holistic legal advocacy in partnership with community organizations, social service agencies, and faith-based groups.

### Responsibilities include:

- Work with selected accounting areas as assigned
- Grant budgeting and reporting on designated grants as assigned
- Periodic financial statements and reports as assigned
- Participate in general office upkeep duties including computer data entry, filing, copying, etc.
- Other duties as requested

### Qualifications:

- Bachelor's degree in accounting or finance
- Prior non-profit experience or with fund-based accounting preferred but not required
- Grant reporting a plus
- Computer proficiency required
- Commitment to social justice
- Demonstrated ability to work with people of diverse social, economic, and racial/ethnic backgrounds
- Attention to detail, excellent verbal, interpersonal, analytical, writing, and organization skills
- Highly motivated and demonstrated ability to work independently as well as part of a team

### Special Working Conditions and Demands:

- Applicants must have reliable transportation
- The position is primarily office-based but applicants must have reliable home broadband internet

### Compensation:

\$68,000 - \$95,000 depending on experience. Excellent insurance and retirement benefits; generous leave benefits. Land of Lincoln is a 501(c)(3) nonprofit and is an eligible employer for the Public Service Loan Forgiveness Program.

**Please send a cover letter and resume to email below. Include "Accountant" in subject line.**

Human Resources: [hr@lincolnlegal.org](mailto:hr@lincolnlegal.org)