

August 4, 2022
Job Announcement: Senior Accountant

Rising for Justice (“RFJ”) invites applications for a senior accountant. We seek an experienced and detail-oriented accountant with a strong work ethic, and an interest in working in a dynamic public interest law office and clinical training program as part of a high-functioning team. This is a full-time hybrid position to begin immediately, and it presents the potential to advance to a key management position.

About Rising for Justice

Created in 1969, RFJ, formerly known as D.C. Law Students in Court (“LSIC”), is the oldest clinical legal education program in the District of Columbia. RFJ currently operates as a public interest legal services provider and clinical education program. Our mission is to leverage the collective forces of students and experienced advocates to achieve justice for all.

RFJ embraces equal justice and diversity as core values. We strive to maintain a workplace that is vibrant, welcoming, innovative, and collaborative. We are committed to fostering the thoughtful exchange of ideas and to ensuring that all voices are heard and respected. We seek a skilled and experienced senior accountant who embraces our mission and values. Our commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal appearance, genetic information, political affiliation, marital status, family responsibilities, disability, status as a veteran, and any other characteristic protected by federal, state, or local law or regulation.

Position Responsibilities

Responsibilities include:

1. Review expenses and overhead allocations and prepare journal entries;
2. Perform account variance analyses and reconciliations;
3. Prepare monthly and quarterly financial statements;
4. Review vendor invoices for proper coding and process payments;
5. Compile financial and other data for audit requirements;
6. Perform monthly close out of General Ledger;
7. Monitor financial activity and prepare financial reports related to government grants;

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8. Prepare annual operating budget and program budgets; and
9. Oversee processing of payroll.

Qualification Requirements

Minimum bachelor's degree with 3 to 5 years of relevant experience in a professional business environment, preferably in the nonprofit sector. Expertise in Microsoft Office applications (e.g., Excel, Word, Outlook, etc.). Experience with Sage Intacct or equivalent software is highly preferred. Excellent verbal and written communication skills and interpersonal skills. Ability to multi-task while managing changing priorities. Expert knowledge of accounting practices and principles.

COVID-19 Statement: Rising for Justice requires all staff to be fully vaccinated against COVID-19 except staff who are entitled to a reasonable accommodation due to a medical disability or sincerely held religious belief under the law.

Accountability: Reports to Executive Director.

Hours, Salary and Benefits: This is a full-time position based on a 40-hour work week. Salary is commensurate with experience. We offer a competitive salary with an excellent benefits package, including employer-paid medical, dental, and vision insurance; generous sick, annual and personal leave; and paid federal and local holidays.

To Apply: Each candidate should submit a cover letter and resume by email to Julia Cade, Interim Director of Operations, at [hiring@risingforjustice.org](mailto: hiring@risingforjustice.org). Please indicate "Senior Accountant," [your full name]" in the subject line of the email.

Application Deadline: Review of applications will begin immediately and will continue until the position is filled.