

Bookkeeper
Legal Aid of Western Michigan
Grand Rapids

Position: Legal Aid of Western Michigan (LAWM) has a position open for a Bookkeeper at its administrative office in Grand Rapids. This is a full-time position working Monday through Friday from 8:30am to 5:00pm.

Description of Program: We are a nonprofit law firm. We deliver free, high-quality legal help to people who live in or near poverty. Clients come to us when civil (non-criminal) legal problems threaten their lives and livelihoods. Some of our clients:

- face evictions or foreclosures on their homes
- seek safety from domestic violence
- pursue access to public benefits that ensure healthcare, food- and income-security

We serve 17 West Michigan counties from five offices: Grand Rapids, Kalamazoo, Muskegon, Holland and St. Joseph.

Duties: The Bookkeeper performs several accounting functions, including but not limited to:

- Managing accounts payable/accounts receivable
- Preparing journal entries including deferred revenue accounts
- Closing the monthly financial statement
- Assisting with payroll
- Assisting with the creation of financial statements and budgets
- Assisting with preparation for the annual financial audit and tax filings

Qualifications: The ideal candidates will possess:

- Three years of bookkeeping experience
- Familiarity with GAAP and fund accounting
- Proficiency in Microsoft Excel
- The ability to work independently and as part of a team
- The ability to maintain strict confidentiality
- Outstanding organizational skills and attention to detail
- A positive attitude
- A desire to work with a non-profit and/or an interest in social justice

Salary/Benefits: From \$37,480 depending on experience. We believe in work/life

balance. Our staff members enjoy an excellent fringe benefit package including generous paid time off, a retirement plan and a flex benefit account.

LAWM IS AN EQUAL OPPORTUNITY EMPLOYER. We believe in diversity, equity and inclusion as core principles driving our staff recruiting and our mission.

TO APPLY, send **resume and cover letter** no later than **July 23, 2021** to Executive Assistant, Julia Smith, at jcsmith@lawestmi.org