

Part-Time Bookkeeper

About Lawyers For Children

When children are before the New York City Family Courts, the biggest decisions in their lives can often be made for them, without their input. At Lawyers For Children, our mission is to give children a voice in the decisions that critically impact their lives. Since LFC's founding in 1984, our attorneys and social workers have been listening to their clients, protecting their legal rights, and empowering them with the tools and resources they need to grow and thrive.

Lawyers For Children utilizes a pioneering interdisciplinary staffing model, wherein a lawyer and social worker, both with extensive experience and training, work together on every case. Since 1984, we have represented almost 50,000 children in New York City family court proceedings involving: voluntary foster care placement, abuse, neglect, delinquency, termination of parental rights, custody and visitation, adoption, guardianship, and paternity. We listen carefully to our clients, help them understand their options and vigorously protect their right to a safe, secure and supportive place to call home. For some clients, this means returning to live safely with their families. For others, it means speeding up the adoption process. For many of our clients who are over 18, the goal is to set out on their own with stable housing, a stable source of income, and the knowledge and support necessary to live independently and embark on successful careers of their own.

Each year, our staff of close to seventy professionals represents over 3,000 individual children in more than 6,000 court proceedings. Our advocacy helps children find safe and loving homes and helps minimize the trauma of court and child welfare intervention in their lives. We also help youth aging out of foster care access the education, housing, and employment they need to transition to independence. We are continuously evolving our practice with special projects that focus on the most vulnerable and underserved among our clients, including LGBTQ youth, children with special educational needs, youth who have experienced sexual abuse and exploitation, children living with intimate partner violence, and young people with immigration challenges. Our Public Policy and Special Litigation project tracks recurring challenges for young people across all of our individual cases and uses this data to promote comprehensive reform of the foster care system through both legislative advocacy and class action litigation.

Part-time Bookkeeper

LFC is currently seeking a part-time bookkeeper to join its Finance Department working *in office* approximately two days per week. The bookkeeper will assist the Chief Financial Officer with a number of activities related to the financial health of LFC

Job Responsibilities:

- Maintain records of financial transactions by establishing accounts, posting transactions, ensuring NYS contract requirements are in place.
- Maintain subsidiary accounts by verifying, allocating, and posting transactions.
- Maintain historical records by filing paper and digital documents.
- Contribute to team effort by accomplishing related results as needed.
- Coding and posting vendor invoices, issuing and mailing checks
- Communication with AP vendors, reviewing vendor bills for accuracy, research and analysis as needed
- Collect and review employee expense reports
- Posting donor receipts, making bank deposits, recording receipts from different sources and monthly reconciliations with development department
- Monthly bank and account reconciliations
- Sorting financial mail, filing, and copying
- Other projects and responsibilities as needed

Work Hours:

Working two days a week at LFC's office is a requirement. Start and end hours are flexible.

Qualifications / Skills:

- Analytical skills
- Data Entry Skills
- Attention to Detail
- Confidentiality
- Great communication skills
- The ability to meet deadlines
- The ability to prioritize projects
- Excellent data entry skills

Education, Experience, and Licensing Requirements:

Bachelor or associate degree in accounting, finance, or related field

Strong Microsoft Excel and Word skills.

Excellent written and oral communication skills.

Strong organizational, problem solving and analytical skills.

Experience with Quick Books is preferred but not required.

Minimum two years' experience in bookkeeping or accounting field.

Compensation

Commensurate with experience.