

November 3, 2023 Job Announcement: Senior Accountant

Rising for Justice (RFJ) invites applications for an experienced and detail-oriented senior accountant. The successful candidate must have a strong work ethic and an interest in working as part of a management team in a dynamic, public interest law firm and clinical training program. This is a full-time hybrid position.

About Rising for Justice:

Created in 1969, RFJ, formerly known as D.C. Law Students in Court, is the oldest clinical teaching program in the District of Columbia. With a staff of thirty and an annual budget of \$5 million, RFJ currently operates as a public interest legal services provider and clinical education program. Its mission is to leverage the collective force of students and experienced advocates to promote the principles of equal access to justice for low-income and indigent D.C. residents.

Much of its work is focused on fighting eviction and displacement. In addition, RFJ represents people seeking to clear criminal records and individuals seeking family stability. The need for services is greater than ever given the COVID-19 pandemic's enormous and disproportionate impact on D.C.'s low-income and indigent communities.

RFJ embraces equal justice and diversity as its core values. It strives to maintain a workplace that is vibrant, welcoming, innovative, and collaborative, and is committed to fostering the thoughtful exchange of ideas to ensure that all voices are heard and respected.

Primary Responsibilities:

- Review expenses and overhead allocations and prepare journal entries;
- Perform account variance analyses and reconciliations;
- Prepare monthly and quarterly financial statements;
- Review vendor invoices for proper coding and process payments;
- Compile financial and other data for audit requirements;
- Perform monthly close out of General Ledger;
- Monitor financial activity and prepare financial reports related to government grants;
- Prepare annual operating budget and program budgets;
- Oversee processing of payroll;
- Work with outside financial consultants;
- Draft and maintain financial policies and procedures; and

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- Advise senior management on various financial matters.

Qualifications:

Minimum bachelor's degree with 3 to 5 years of relevant experience in a professional business environment, preferably in the nonprofit sector. Expert knowledge of accounting practices and principles. 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 be flexible, nimble, and forward-looking.

Report to: Executive Director and/or the Executive Director's designee.

Compensation: This is a full-time position based on a 40-hour work week. Salary is commensurate with experience, with a range of \$100,000 to \$115,000. Benefits include employer-paid medical, dental, and vision insurance; generous sick, annual and personal leave; life and disability insurance; and paid federal and local holidays.

To Apply: Each candidate should submit a cover letter and resume by email addressed to Gregory Nolen, Executive Assistant to Executive Director, 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.

RFJ's 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.