

JOB ANNOUNCEMENT

Central Minnesota Legal Services: Part-time or Full-time accounting assistant position available for our Minneapolis office.

Position Summary: Under the direction of and working collaboratively with the Agency Administrator, the Accounting Assistance performs general accounting duties in accordance with CMLS' procedures and accounting practices in support of CMLS services. The work includes managing accounts payable and receivable, ensuring the accuracy of financial and vendor records in the general accounting software, support agency administrator with tasks related to hiring and maintaining employees, and some tasks related to payroll with an outside vendor.

Background: CMLS is a nonprofit law firm providing free legal representation to clients with low income in 21 counties in central Minnesota. The Minneapolis office serves Anoka and Hennepin Counties. Our mission is to increase access to the justice system for individuals with low income by providing high quality legal services, challenging inequities and empowering community members to participate in our legal system. CMLS is funded by state and federal grants and other funding sources to provide civil legal services to low-income populations in its service area. CMLS enjoys a good rapport with, and strong support from, the organized bar and the local judiciary.

Qualifications: Minimum two years' accounting experience including accounts payable or equivalent experience, and general ledger experience. Excellent computer skills, including Excel, Outlook, and cloud-based accounting software. Ability to speak Spanish, Somali or other languages a plus. Experience in a nonprofit organization is preferred. Ability to meet deadlines. Ability to communicate clearly verbally and in writing. Excellent attention to detail, demonstrated ability to meet deadlines, and ability to work on multiple assignments at one time. Positive team-player who works collaboratively and independently and resolves conflict constructively.

Salary: Salary range: \$46,916 up to \$51,689 on the CMLS salary schedule. DOE. Excellent benefits.

Starting Date: Negotiable.

Application Deadline: Accepted until filled.

Application: Send or email cover letter and resume to:

Hiring Committee
Central Minnesota Legal Services
111 North Fifth Street, Suite 402
Minneapolis, MN 55403-1694
Email applications: info@centralsmnlegal.org

No Phone Calls

CMLS is an equal opportunity employer.