



Accountant for Operation Lone Star Defense Program

POSITION: Accountant
DEPARTMENT: Finance and Grants
REPORTS TO: Director of Finance and Grants
FLSA STATUS: Exempt

Since March 2021, over ten thousand people have been arrested near the Texas- Mexico border and charged with state crimes under Operation Lone Star (OLS). Lone Star Defenders Office (LSDO) is the indigent defense hub for OLS, and our goal is to ensure that all individuals charged as part of OLS receive the zealous representation that they are entitled to. LSDO is looking to hire an Accountant to join our team. Everyone on the team is remote; all team members must be based in Texas.

Reporting to the Director of Finance and Grants, the Accountant will serve as an integral part of LSDO. The Accountant will work on the day-to-day accounting needs of the organization. This includes, but is not limited to, preparing invoices and managing accounts receivable, processing payroll, assisting in month-end and year-end closings, reconciling general ledger accounts, assisting in the preparation of budgets, assisting in the review of attorney vouchers and contractor invoices, supporting monitoring and audit processes, tax report preparation, and performing other duties as requested.

REQUIRED QUALIFICATIONS AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelor's degree in accounting or other related field with at least two years of prior experience in similar position.
- Government or nonprofit accounting experience is a plus.
- Proficient in accounting software. QuickBooks knowledge a plus.
- Proficient in MS Office Suite skills (including Outlook, Word and Excel).
- Strong analytical and problem-solving skills.
- Outstanding level of attention to detail and accuracy of work.
- Solid time management and organization skills with the ability to adapt, to change, to multi-task, and to be flexible.
- Ability to manage multiple deadlines and prioritize assignments.
- Ability to work independently and within the team environment to follow through on completion of assigned tasks.
- Strong verbal and written communication skills.
- Ability to manage confidential information with discretion.

RESPONSIBILITIES

Accounts Receivable

- Processing grant invoices with supporting documentation for grants and contracts in accordance with contractual guidelines and policies.
- Entering invoices into accounting system and applying payments when received.
- Processing and recording of all cash receipts including bank deposits, incoming ACH bank transactions, and incoming wires into accounting system.

Payroll

- Processing and recording bi-weekly payroll, ensuring accuracy.
- Reconciling benefits and ensuring employee deductions are correctly entered.
- Reviewing employee expense reimbursement requests and ensuring timely payment.
- Processing bi-weekly retirement contributions and match.

Monthly and EOY Close

- Reconciling bank accounts on a monthly basis.
- Reconciling balance sheet accounts, payroll, and other financial accounts.
- Preparing, adjusting journal entries.
- Reviewing and ensuring shared allocations are correctly recorded.

Monitoring, Audit and Tax Reporting

- Preparing required schedules and support documentation as required by grantor for monitoring visits.
- Gathering necessary account information and documents to perform annual audit and IRS Form 990.

ADDITIONAL RESPONSIBILITIES

- Ensuring nonprofit best practices are maintained.
- Maintaining knowledge of acceptable accounting practices and procedures.
- Maintaining accurate and timely records of all financial transactions.
- Ensuring accuracy and completeness of entries within accounting systems.
- Performing other related duties as assigned.

COMPENSATION

Salary ranges from \$65,000 to \$75,000 depending on experience. We offer competitive benefits and a supportive work environment.

For more information, visit www.olsdefense.org/getinvolved

To apply, send a resume, cover letter, and three references to jobs@lsdefense.org

LSDO is committed to equal opportunity in the workplace. All applicants, regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age, are encouraged to apply. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.