



# SOUTHWEST VIRGINIA LEGAL AID SOCIETY, INC.

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[www.svlas.org](http://www.svlas.org)

LSC America's Partner  
for Equal Justice  
LEGAL SERVICES CORPORATION

Offices in Castlewood, Christiansburg & Marion



*Seeking ONE Justice for ALL Virginians Since 1972*

## Bookkeeper

### QUALIFICATIONS:

- Accounting Courses at the College Level or at least three years of full-charge bookkeeping experience.
- Significant experience in the preparation of payroll and payroll tax reporting.
- Preference given to applicants with experience handling fund (cost-centered) accounting.
- Experience with Abila/MIP/SAGE Fund Accounting Software OR Pensoft Payroll Software a plus.

### SKILLS:

- Experience in, and proficiency with, the use of both accounting and payroll software.
- Extensive experience with data entry.
- Excellent oral and written communication skills.
- Proficiency with MS Office, with an emphasis on Excel.
- High degree of accuracy and attention to detail.

**DUTIES** – include but are not limited to:

### Payroll and Personnel:

- Maintaining monthly employee time and attendance reports for approximately 40 employees.
- Reviewing those employee time records for accuracy, negotiating changes, and entering that data to keep up-to-date leave balances.
- Creating Payroll via direct deposit on a semi-monthly basis after time records are viewed and approved by supervisors.
- Computing payroll taxes and making payroll tax deposits.
- Preparing all federal and state payroll tax and VEC Reports.
- Maintaining requests for staff training and facilitates training registrations.
- Maintaining, reviewing, and paying staff requests for reimbursement of expenses.

### Accounts Receivable/Accounts Payable/General Ledger/Financial Reporting:

- Creating bank deposits and posting revenue to the general ledger.
- Reviewing invoices for receipt of goods, prior payments, correctness, and appropriate supervisory approval.
- Preparing all invoices for payment, both by check and e-pay.
- Obtaining necessary approval and signatures prior to payment.
- Posting monthly expenses to the general ledger and maintaining books in balance.
- Running staff time reports to create time-based grant allocations and posting such to the General Ledger.
- Creating financial reports for management, funding sources, and the Board of Directors

**Other administrative duties as assigned.**

**Salary range is \$45,000+ DOE. EOE.** We provide excellent fringe benefits including health insurance, retirement, generous leave, student loan repayment and training expenses.

**Follow these instructions to apply:** submit your resume and three references via email to: [icarico@svlas.org](mailto:icarico@svlas.org). Enter the word “BOOKKEEPER” on the subject line.