

LEGAL ASSISTANCE OF WESTERN NEW YORK, INC. POSITION ANNOUNCEMENT PAYROLL SPECIALIST/ACCOUNTANT

The Regional office of Legal Assistance of Western New York, Inc. ® (LawNY®) has an immediate opening for a staff accountant.

LawNY® provides free civil legal help to individuals and families struggling with poverty in a nearly 10,000 square mile 14 county area with an urban center in Rochester and rural counties in western New York, the Finger Lakes and the Southern Tier. We provide services through seven fully staffed offices located in Bath, Elmira, Geneva, Ithaca, Jamestown, Olean and Rochester and we maintain satellite offices in Lakeville and Lyons and a business office in Rochester. Including AmeriCorps paralegals, we presently have approximately 170 staff members.

LawNY® has a revenue side budget of over \$18.8 million, with approximately 95 contracts with various federal, state, county and city agencies, as well as area United Ways, foundations and private donations.

Core Responsibilities include:

- Process semi-monthly payroll including overseeing payroll deductions.
- Review and process for payment all benefit invoices.
- Maintain and update staff information including new hires, terminations, employment status changes and salary placement in payroll and timekeeping systems.
- Prepare payroll JE for accounting software.
- Identify and implement opportunities for process improvements.
- Provide backup on other finance department functions.

Preferred Qualifications:

- A minimum of three years of experience.
- An associate's degree and/or a combination of education and relevant work experience.
- Understanding of IRS compliance and limitations in regard to 403b, HSA and FSA.
- Prior experience with not-for-profit accounting.
- Ability to work under deadline and manage multiple tasks.
- Familiarity with Paychex Flex.
- Excellent use of Google Drive/G-Suite, Word, and Excel.
- Strong problem-solving ability, time management, and organizational skills.
- Ability to work both independently and as a part of a team.

Salary and Benefits: Salary is dependent on experience and based on a pay scale with annual increments. The salary for an accountant who is credited with five years of experience is \$42,400. LawNY® provides an excellent package of fringe benefits including:

- 35-hour work week with a generous leave policy
- 94% employer paid health insurance (Copay and HDHP policies available)
- Significant HSA contributions when HDHP is chosen
- 100% employer paid dental and disability insurance
- \$50,000 automatic life insurance

We also provide a very generous leave package including, in the first year of employment, four weeks of vacation, 12 sick days and 5 personal days. New parents also receive 20 days of new parent leave in preparation of birth and to bond with their child.

LawNY realizes having a life outside of the office is important and that is why we offer telecommuting (work from home) and flexible schedule options with a 35 hour work week.

To Apply:

Applicants should submit a cover letter describing qualifications, resume, and the name and contact information of three references via our hiring platform BambooHR [here](#), by **November 15, 2022** to ensure full consideration but will be accepted beyond that date until the position is filled. Applications should be submitted to the attention of:

Katherine Howard
Chief Financial Officer
LawNY
16 East Main St., Suite 380
Rochester, NY 14614

Legal Assistance of Western New York, Inc.® (LawNY®) is an equal opportunity employer. LawNY® encourages applications from diverse candidates. LawNY® welcomes applications regardless of race, color, religion, sex, gender identity, sexual orientation, pregnancy, national origin, age, disability, genetic information or any other consideration protected by law.

This position is considered Exempt pursuant to the Fair Labor Standards Act.