

Utah Legal Services

Committed to Equal Justice

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Accounting Tech Position Available at Utah Legal Services – Salt Lake Office. Apply by April 14, 2021

Accounting Tech – Utah Legal Services – Salt Lake Office.

Part-time (20-24 hours/week). \$14.68/hour +DOE, with generous paid time off, paid federal holidays and an attractive benefits package.

Potential duties include reconciling bank and credit card accounts, processing account payables and account receivables, processing bi-monthly payroll and employee reimbursements, and providing financial information as required using GAAP principles to support the CFO and SSU unit.

Associates degree in accounting or higher required. Experience working with non-profit account management, MIP accounting software and Excel preferred. Spanish-speaking ability and a commitment to assisting disadvantaged communities a plus.

Utah Legal Services believes that equal opportunity of all employees is important for the continuing success of our organization. In accordance with state and federal law, this nonprofit will not discriminate against an employee or applicant for employment because of race, disability, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, or veteran status in hiring, promoting, demoting, trainings, benefits, transfers, layoffs, terminations, recommendations, rates of pay, or other forms of compensation.

To apply send a resume and cover letter to jobs@utahlegalservices.org by April 14th, 2021.

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