



End poverty. Advocate for justice.

Greater Hartford Legal Aid is Hiring Financial Administrator

The **Financial Administrator** supports all aspects of GHLA's financial, grant, and program administration, including bookkeeping, payroll, accounts payable, banking, purchasing, and other administrative responsibilities. This is a full-time 37.5 hours per week position, with excellent salary, benefits, and paid time off. The salary range is \$58,000 to \$80,000 depending on experience. GHLA is an equal opportunity employer.

Qualifications:

- Bookkeeping experience.
- Attention to detail. Excellent with numbers.
- Meets deadlines. Manages multiple priorities.
- Proficient in Excel, Word, Outlook. Experience with financial software and ability to quickly learn MIP accounting and fundraising software used by GHLA.
- Follows protocols, procedures, and ethical standards.
- Works well independently and as part of a team.
- Works well with a diverse staff in a high demand, time-sensitive environment.

Job Responsibilities include:

- Payroll, Tax Returns, State Filings, Accounts Payable, Bank Reconciliation, General Ledger, Banking
- Financial and related reports
- Administrative tasks, including ordering supplies
- Follow GHLA and GHLEAF financial procedures
- Assist in the financial administration of GHLA Foundation (GHLEAF)
- Maintain agency files and records
- Assist with preparation for annual audit
- Back-up on essential administrative responsibilities
- Other duties as assigned

Send resume and letter of interest to: financialadminhire@ghla.org

GHLEAF is a non-profit law firm for low-income people living in the Hartford area. We are a diverse group of lawyers, advocates and support staff who work to help our clients meet their basic human needs for safety, housing, education and employment opportunities, health care, food, and basic support. www.ghla.org Our mission: *To achieve equal justice for poor people, to work with clients to promote social justice, and to address the effects and root causes of poverty.*