



End poverty. Advocate for justice.

Seeks Applicants For Financial Administrator

As part of a team, the **Financial Administrator** supports all aspects of GHLA's financial, grant, and program administration. Primary duties include payroll and accounts payable and may also include running reports, purchasing, or other responsibilities. This is a full-time 37.5 hours per week position, with excellent salary, benefits, and paid time off. The salary range is \$60,000 to \$90,000 depending on experience. GHLA is an equal opportunity employer.

GHLA provides significant support and structure to new hires through a variety of strategies including regular supervision, feasible workloads, and opportunities for professional development.

Qualifications:

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

Send resume and email regarding your interest in position to:

mcasasanta@ghla.org

GHLA 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.*