Ohio State Legal Services Association (OSLSA) is a three-part legal aid program headquartered in Columbus. OSLSA’s mission is to provide civil legal aid and advocacy to combat unfairness and injustice and to help people rise out of poverty.

OSLSA is actively seeking a professional, reliable, and dedicated AP/AR Accounting Assistant II to join our team. Initially, this position will be responsible for providing basic accounting services to the program focused in the area of accounts payable activities and performing tasks related to vendors and other contracts.

In this multifaceted role, you will apply accounting expertise to perform a variety of accounting activities including preparing records, analyzing, and reporting accounting transactions while ensuring the integrity of accounting records for completeness, accuracy, and compliance with accepted accounting policies and principles.

Are You Someone Who:

- Takes pride in completing tasks accurately, timely and precisely?
- Has a go-getter mindset and aptitude to learn new things?
- Is motivated, professional and customer service focused?
- Enjoys a well-organized, balanced spreadsheet?
- Works well within in a collaborative, team-driven, and goal-based environment?
- Can communicate verbally and in writing with a wide range of people?
- Is agile and able to respond effectively to the changing needs of a growing organization?
- Creates processes to increase work efficiencies and systems to work smarter not harder?
- Engages in continuous learning to evolve personal accounting skillset?

You Will:

- Monitor invoices, statements, expense reimbursement requests and other associated items that need to be paid.
- Demonstrate an understanding and working knowledge of the various funding sources.
- Process payables and provide related support services for the OSLSA family of organizations including other organizations for which OSLSA may provide fiscal services.
- Prepare deposits, ensure successful transmittal and monitor fraud prevention efforts.
- Assist auditors with requests regarding billing, invoices and proper record keeping.
- Serve as a resource for staff and managers regarding accounts payable matters, check requests, reimbursement requests and vendors.
- Special projects as needed for grantor audits or other financial data.
• Ensure accurate and complete documentation is collected and recorded for all invoices, reimbursement requests, travel and conference expenses and other related requests.
• Manage and maintain vendor forms for all organizations including developing new forms when necessary.
• Monitor and process inter-organization charges and coordination of finances.
• Review, reconcile and pay invoices and statements in coordination with the CFO.
• Review, revise and implement expense request forms, travel reimbursement forms and other related accounting forms.
• Manage and maintain vendor payment and other related files.
• Manage and process subscription renewals including website renewals, library renewals and other related subscription services in coordination with the CFO.
• Request and manage inventory for Sales Tax Exempt forms, envelopes, checks, deposit books and 1099 forms among others.
• Support the OSLSA Boards and other organizations through logistical support including hotel arrangements, client member mileage and lodging, communication and record keeping.
• Assist with audits and other monitoring processes.
• Timely completes and submits all work-related forms and reports required by the CFO, Executive Director or designee.
• Perform other work-related duties as assigned by the CFO, Executive Director or designee.

You Have:

• A positive attitude, go-getter mindset and drive to do things well
• Ability to anticipate needs and navigate problems with a creative, practical approach toward reaching successful resolution.
• Ability to prioritize workload to manage time, tasks and meet deadlines in a dynamic environment
• Demonstrated experience in general bookkeeping. Must be bondable.
• Proficient skills across the Microsoft Office Suite (Outlook, Excel, and PowerPoint)
• Proficiency with accounting software essential and with Abila MIP Fund Accounting Software preferred
• Ability to increase efficiencies in individual work and team processes
• Strong work ethic with an eye for detail
• High ability to exercise sound judgement and discretion
• Demonstrated ability to communicate, verbally and in writing, effectively with diverse audiences
• English language proficiency is essential
• Minimum of three years' experience in accounting including basic accounting services focused in the area of accounts payable activities and performing tasks related to vendors and other contracts
• High school diploma or equivalent required.

Other Details:

• It is the policy of OSLSA not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity or expression, marital status, national origin, disability, age, ancestry, and military status or any other characteristic protected by law.
• This full-time position is based in Columbus, Ohio and reports to the Chief Financial Officer. Some travel to other office locations and offsite locations may be required at times.
• Salary range of $33,800 to $53,000 annually DOE. OSLSA offers an excellent comprehensive benefits package, paid time off, and ongoing training and development opportunities.

To Apply:
Submit resume, references and letter of interest to employment@oslsa.org with AP/AR Accounting Assistant II in the subject line.
In your cover letter, please address the following in order for your application to be considered: OSLSA’s clientele is diverse, and all of our clients are low income. To ensure that our agency is best serving our communities, OSLSA strives to promote an evolving set of behaviors and attitudes amongst our staff, as well as policies that enable us to work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community. We see this as a commitment to enhance the provision of our services to all clients; to raise the level of positive client outcomes; and to create an inclusive and respectful workplace in which differences are acknowledged and valued.

How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

To promote social justice and best serve our clients, OSLSA is committed to maintaining a diverse staff and providing culturally competent services. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups including Black, Indigenous, People of Color and LGBTQ individuals to apply. Bilingual/bicultural candidates are strongly encouraged to apply.