



## **Staff Accountant (Payroll)**

### **The Leadership Conference on Civil and Human Rights**

Washington, D.C.

The Leadership Conference and The Education Fund seek a Staff Accountant (Payroll) for the accounting department. This is a mid-level position. This position will be responsible for processing payroll, maintaining financial records, preparing and analyzing various GL accounts, and bookkeeping. The individual will report to the Accounting Manager.

**The Leadership Conference on Civil and Human Rights**, a 501(c)(4) organization, is the premier coalition of more than 200 organizations which promotes and protects civil and human rights in America. The Leadership Conference has coordinated national lobbying efforts on behalf of every major civil rights law since 1957. Learn more at [www.civilrights.org](http://www.civilrights.org). **The Leadership Conference Education Fund**, a 501(c)(3) organization, builds public will for federal policies that promote and protect civil and human rights in the United States. Founded in 1969 as the education and research arm of The Leadership Conference, The Education Fund's campaigns empower advocates to push for progressive change in the United States. To learn more about The Education Fund, visit [leadershipconferenceedfund.org](http://leadershipconferenceedfund.org).

Some of the responsibilities include tracking leave balances; resolving payroll issues; preparing and submitting Positive Pay files; processing transfers between the operating and investments accounts; reconciling various cash, investments, and special reserve accounts; making bank deposits; and preparing general and adjusted journal entries related to online donations and fringe benefit payments.

Ideal candidates for this position will share our commitment to civil and human rights. They must have at least 2-3 years of experience in payroll processing (experience using ADP is a plus). A Bachelor's degree with three years of experience in accounting/finance preferably with a non-profit organization. A high school diploma with at least five years of experience in processing payroll in an accounting/finance department will be considered in lieu of a Bachelor's degree. Proficiency with MS Dynamics Great Plains 2016, Microsoft Word, Excel, and Power Point. Excellent oral and written communication skills. Ability to communicate effectively with all levels of staff. A high degree of self-motivation and the ability to work independently. Salary will be commensurate with experience. Excellent benefits!

To apply, email resume, cover letter detailing your fit with the position's responsibilities, and salary requirements to: [personnel@civilrights.org](mailto:personnel@civilrights.org) with Staff Accountant (Payroll) in the subject line. Only applications submitted by email will be considered.

***The Leadership Conference and The Education Fund provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age or disability.***