
JOB ANNOUNCEMENT ACCOUNTING CLERK

The Mississippi Center for Justice (“MCJ”) seeks a talented Accounting Clerk for the Finance Department. The individual hired for this role will perform various clerical and routine accounting tasks in support of the Director of Finance and Accounting and the Finance Department.

MCJ is a nonprofit, public interest law firm committed to advancing racial and economic justice statewide. Our lawyers work with community leaders to support their social justice campaigns and to channel the energies of the legal community to combat discrimination and poverty. With offices in Jackson, Biloxi, and Indianola, we seek systemic solutions that support a fair and just criminal justice system for juveniles and adults, protect the rights of consumers, secure access to healthcare, protect voting rights for all, and make fair and affordable housing available for all Mississippians.

Position Summary

The Accounting Clerk will report to the Director of Finance and Accounting and will be responsible for accounting and bookkeeping for the organization. This includes accounts receivables, accounts payables, payroll entry, and assisting with the monthly close out process. The person will also be responsible for posting entries in the accounting system, verifying and reconciling financials, processing payments, and/or assisting in preparation of billings and other financial reports.

Job Responsibilities

The Accounting Clerk’s duties will include:

Account Receivables:

- Entering invoices and budgets into QuickBooks for all grants and campaigns
- Receipting all funds into QuickBooks for monthly reconciliation from all bank accounts
- Compiling and maintaining spreadsheet of monthly receipts/deposits

Accounts Payables:

- Posting transactions into accounting software system
- Inputting transactions into electronic payment system
- Reviewing and coding vendors’ bills in electronic payment system
- Serving as 1st level reviewer for payables in electronic payment system
- Inputting all checks written outside of the electronic payment system
- Reviewing and reconciling bills with discrepancies
- Addressing and responding to vendor inquiries
- Serving as finance and accounting liaison with external vendors, including back-office accounting support to ensure bookkeeping and data entries are correct and consistent with account/class structure

Payroll:

- Entering allocated payroll semimonthly for employees and contractors

End of the Month Closeout:

- Reconciling bank statements for all bank accounts for MCJ
- Reconciling credit card statements against charges provided
- Updating and finalizing entries in monthly receipt log

Qualifications

- Bachelor's Degree (or equivalent) in finance or accounting
- One or two years of experience in clerical accounting
- Excellent computer knowledge needed, including Microsoft Excel, Word, and Outlook
- Attention to detail and ability to multitask
- Experience with QuickBooks and Bill.com preferred

Salary/Benefits

Salary is competitive and dependent on experience. The Mississippi Center for Justice offers a generous package that includes generous leave and other benefits. This is a part-time position ranging from 20-25 hours per week.

To Apply: Please send a brief letter of interest, a resume with three (3) professional references, including two (2) from former employers, to:

Tonya F. Adams, MBA, Director of Finance and Accounting
tadams@mscenterforjustice.org

Please, no telephone inquiries.

The position will remain open until filled.

The Mississippi Center for Justice is an Equal Opportunity Employer. We value a work place that is diverse in race, gender, economic status, age, geographic origin, sexual orientation, and other differences that enrich our organizational culture.