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Nonprofit Grant Billing Assistant
Part-Time, Salaried, Exempt Professional (20-hour work week)
Volunteer Lawyers Project of CNY, Inc.

The mission of the Volunteer Lawyers Project of CNY, Inc. (VLP) is to provide access to justice through engaging the legal community in volunteer service to those in need. VLP receives funding from a variety of public and private sources and enjoys strong support of local bar associations.

Position Description

The Volunteer Lawyers Project of CNY, Inc. (VLPCNY) is seeking one part-time Grant Billing Assistant to start as soon as possible. Reporting to the Director of Finance and Administration, the desired individual will have accounting experience working in a nonprofit finance setting, knowledge and experience with grants management, and the ability to be flexible. Following full training, this position offers the potential for a flexible hybrid schedule with both in office and remote work. The Grant Billing Assistant will protect the organization's values by keeping information confidential.

Job duties for this position include:

- Ensure the appropriate use and accurate reporting of all financial transactions on assigned grants and contracts.
- Understand specific grant requirements; ensure compliance with contract conditions, reporting requirements and deadlines.
- Maintain online/physical grant files with contracts, correspondence, budgets, vouchers, etc.
- Prepare documentation for grant vouchers including reports, payroll backup, invoices, and reports.
- Reconcile grant expenses in accounting software to funder reports monthly.
- Serve as the fiscal contact for funders and sub-recipients for assigned grants.

The Grant Billing Assistant will be called on to assist with additional finance tasks as needed. This is not a complete list of all duties and responsibilities.

Minimum Qualification Standards:

- Prefer at least 2 years of relevant experience in nonprofit accounting and grants management
- Knowledgeable in accounting policies and procedures
- Experienced with accounting software
- Proficient in Excel
- High level of attention to detail
- Experience working with (or volunteering with) organizations that focus on serving
- vulnerable and diverse populations preferred.

Knowledge, Skills, and Abilities:

- Positive attitude and flexibility – willingness to jump in and help out wherever needed.
- Team player who can analyze and solve issues as they arise.
- Fully embrace mission of the organization.
- Maintain high standards of professional demeanor, including in communications with funders, staff, volunteers and clients.
- Strong work ethic and organizational skills. Ability to work with sensitive and confidential information.

This part-time salaried position (20 hours per week) offers a starting annual salary of \$33,000, with adjustments based on experience and qualifications.

To apply, please submit a cover letter and resume to Laura Cardoso at lcardoso@vlpcny.org. Applications will be accepted until the position is filled, and we are hoping to fill the position as soon as possible.

OUR COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Volunteer Lawyers Project of CNY, Inc. is committed to a work culture of zealous advocacy, respect, diversity and inclusion, client-oriented defense, access to justice and excellent representation. We are dedicated to building a strong professional relationship with each of our clients, to understanding their diverse circumstances, and to meeting their needs. Our ability to achieve these goals depends on the efforts of all of us.

VLPCNY is an equal opportunity employer. VLPCNY seeks to hire individuals from diverse backgrounds and with diverse experiences who are professional, collaborative, and creative thinkers with a passion for our mission.