

# Financial Analyst – White Plains, NY- Legal Services of the Hudson Valley

<http://www.lshv.org>

**Date Posted:** 5/18/2021

**Job Type:** Financial Analyst- White Plains, NY

**Schedule Type:** Full-Time

## About Us

For more than 50 years, Legal Services of the Hudson Valley (LSHV) has been providing free, high-quality legal counsel in civil matters when basic human needs are at stake including: eviction and foreclosure prevention, domestic violence, disability, elder law, healthcare, consumer fraud and more. Our services support almost 600,000 poor and low-income families and individuals who cannot afford an attorney in our seven-county service area. With the gap separating those who can and cannot afford legal representation widening each day, we work to ensure that everyone has equal access to justice, regardless of their ability to pay. As the only provider of comprehensive civil legal services in the lower and mid-Hudson Valley (Westchester, Putnam, Dutchess, Rockland, Orange, Ulster and Sullivan), LSHV is proud to have handled over 12,000 cases impacting nearly 27,500 household members including 10,000 children last year. LSHV is made up of ten offices, and a dedicated and highly skilled staff of attorneys, paralegals and administrative professionals.

Legal Services of the Hudson Valley is proud to be an equal opportunity employer that celebrates our employees' differences. Applicants of diverse race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability and veteran status, are strongly encouraged to apply. Our differences make us better.

## Position Description

Legal Services of the Hudson Valley (LSHV) has an immediate opening in our White Plains office for a Financial Analyst in our Finance Department who will prepare and submit financial reports from the general ledger, with associated supporting detail, for reimbursement by state, local and federal funders and foundations. The Financial Analyst reports to the Reporting Manager.

Responsibilities include but are not limited to:

- Preparing financial reports by funder for reimbursement of services provided and expenses incurred
  - Supporting Finance and Accounting in the reporting process in coordination with Payroll and Accounts Payable and providing accurate invoices, requesting for reimbursement and reports to the grant funder.
  - Assisting the Reporting Manager in reconciling hours and payroll reports and ensuring they are meeting the budgeted amount in the grant.
  - Requesting supporting documentation from accounts payable in the format that is required by the funder
  - Supporting the Reporting Manager in monthly reporting
  - Interacting with sub-contractors to ensure that all reports are submitted on a timely basis
  - Submitting payment requests for reimbursement of funders, and following up regarding payment
- Preparing budgets for new and existing funders
- Assisting others in Finance and Accounting department, as needed

## Qualifications

- Three or more years of similar experience, including an understanding of fund accounting in an organization with multiple funds;
- Bachelor's degree;
- Basic understanding of accounting systems;
- Experience and competency with Microsoft Office programs especially Excel;
- Very strong communications and interpersonal skills to interact with staff and funders;
- High degree of accuracy and attention to detail;

- Ability to set and meet deadlines.

**Preferred**

- Degree in Accounting;
- Experience within the not-for-profit sector;
- Experience with Fund EZ or similar not-for-profit accounting system.

**Salary:** DOE, with excellent benefits

**Compensation:** \$50,000 - \$60,000

**Please apply at our career center and include cover letter, resume, and three references:**

**[Financial Analyst – White Plains, NY- Legal Services of the Hudson Valley](#)**

*"I treasure the opportunity to work with colleagues whom I respect and admire. It is an honor to work at Legal Services of the Hudson Valley. With every court appearance, every client meeting, every negotiation with opposing counsel, every brief I submit, I take great pride in promoting justice, leveling the playing field for our clients and advocating with every fiber of my being for our clients." LSHV Staff Attorney*