



Employment Opportunity

Opening for Accountant

Catholic Legal Services of Miami (CLS) is a non-profit organization that represents low-income immigrants without reference to their race, religion, gender, ethnic group, or other distinguishing characteristics. CLS seeks an accountant that will be responsible for managing financial transactions, fixing payments, and auditing financial documents and procedures related to clients and office operation.

Location: Miami Office (28 W Flagler St., Suite 1000, Miami, FL 33130)

Duties:

- Handling accounting transactions.
- Reconciling accounts payable and receivable.
- Ensuring timely bank payments.
- Collaborating with budget preparation.
- Auditing financial transactions and documents.
- Complying with financial policies and regulations.

Qualifications:

Experience working as an accountant or bookkeeper.

Hands-on experience with accounting software like QuickBooks.

Advanced MS Excel skills including pivot tables.

Strong attention to detail and good analytical skills.

Basic knowledge of Microsoft Office Suite and Access LSMP.

Must have excellent communication skills, organizational skills, self-motivation, and an ability to work collaboratively with others.

Must be adept at interacting with a wide variety of people and comfortable working in a busy, open work environment.



WWW.CCLSMIAMI.ORG

Job Type: Full-Time

Benefits:

- 403 (b)
- 403 (b) matching
- Disability insurance
- Flexible schedule
- Health insurance
- Paid time off
- Parental leave
- Professional development assistance
- Retirement plan
- Schedule: Monday to Friday

To Apply: Please email a resume and cover letter to hr@cclsmiami.org.

CCLS is an EEOC/AA employer and encourages women and minorities to apply. Our office hires regardless of race, religion, gender, sexual orientation, or ethnicity.

Main Office
28 West Flagler Street, Suite 1000
Miami, Florida 33130
Tel. 305-373-1073

Hollywood Office
6565 Taft Street, Suite 401
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