



www.AustinCommunityLawCenter.org
1411 West Ave, Austin, TX 78701
Tel: 512-596-0226

NOW HIRING:

Bookkeeper (part time)

About ACLC:

Everyday there are families in fear of losing their homes; children in fear of losing parents to jail; and parents in fear of losing children to divorce. They deserve robust legal protection. ACLC makes quality legal representation available to families who would not otherwise have access to it. We also work in the fields of impact litigation, policy advocacy, and supporting community groups.

Job Objective:

We are looking for a part time bookkeeper to join our team to be the point person for the organization's financial transactions.

Responsibilities:

- Record client billing, donations, grants, and other financial data for accounting records
- Track expenses, budget, cash flow, and other financial dealings of the company
- Provide regular financial reports (weekly, monthly and yearly)

Qualifications

- Proficient in Microsoft Office Suite and QuickBooks
- Previous experience in accounting, finance, or other related fields
- Fundamental knowledge of GAAP

Compensation

- Employment Type: Hourly, part time. Flexible schedule.
- Compensation: \$30/hour

How to apply:

- Please submit a resume and cover letter to brian@austincommunitylawcenter.org with the subject line "Application: Bookkeeper"
- Deadline: March 20, 2019.

The Austin Community Law Center is an equal opportunity employer and values a diverse workforce. Women, people of color, veterans, LGBTQ identifying people, and people with disabilities are encouraged to apply.