



1512 Willow Lawn Dr. Ste. 100, Richmond, VA 23230  
www.dLCV.org

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**Fiscal Assistant  
Henrico County, Virginia  
Spring, 2022**

This is an exciting opportunity to work for an organization that is making a difference for people with disabilities. The disAbility Law Center of Virginia (dLCV) protects and promotes the legal civil rights of persons with disabilities; works to combat and prevent abuse, neglect, and discrimination; and promotes independence, choice, and self-determination by persons with disabilities. This position is an important part of this crucial work!

The primary function of this Fiscal Assistant position is to support all aspects of dLCV's fiscal operations, including managing invoices and accounts payable, assisting with grant reporting and drawdowns, and creating and analyzing monthly journals and expenditure reports. The position will also assist with other mission critical tasks, including reception, preparing correspondences, providing transportation accommodation for staff, maintaining inventory, and other agency projects as needed. The position will provide support to Director of Fiscal and Operations.

The ideal candidate for this position will have:

- Excellent interpersonal and communication skills
- Experience with accounts payable and basic accounting functions
- Experience with Abila or similar accounting systems
- Familiarity with generally accepted accounting practices and general office practices
- Familiarity with federal grants and reporting tools
- Proficient computer skills including Microsoft Office products, especially Excel
- Comfort and experience working with people with disabilities
- Demonstrated commitment to social justice
- Willingness to travel - occasional overnight travel may be required

Graduation from an accredited college or university in a related field, or sufficient experience, is desired. Fluency in Spanish or sign language is a bonus.

Full time salary for a candidate with minimal experience is \$33,000; higher salary commensurate with experience. Generous benefits package includes paid time off, health insurance, short-term and long-term disability insurance. Please submit a resume and cover letter describing your qualifications and salary expectations, to [jobs@dlcv.org](mailto:jobs@dlcv.org) or mail to Human Resources, 1512 Willow Lawn Dr. Ste 100, Richmond, VA 23230. This position is open until filled.

dLCV is a private nonprofit 501 (c)(3) corporation, and is an equal opportunity employer. Minorities and persons with disabilities are encouraged to apply. For more information about us, visit our website at [www.dlcV.org](http://www.dlcV.org)