



**Fiscal Assistant
Henrico County, Virginia
Fall 2026**

You can make a difference in the lives of people with disabilities in Virginia!

The disAbility Law Center of Virginia is seeking a qualified candidate for the position of fiscal assistant. The disAbility Law Center of Virginia is the state's designated protection and advocacy system. Our mission is to protect and advance legal, human, and civil rights of persons with disabilities; combat and prevent abuse, neglect, and discrimination; and promote independence, choice, and self-determination by persons with disabilities.

The primary function of this position is to support all aspects of dLCV's fiscal operations, including accounts payable, month-end closing, general ledger reconciliations, payroll, and preparation for the annual single audit.

Key Responsibilities

- Process accounts payable
- Review invoices and employee expense reports for accuracy and valid coding
- Reconcile general ledger accounts, research discrepancies and provide recommendations for corrections and adjustments as needed
- Maintain organized and accurate financial records and supporting documentation
- Assist with payroll processing
- Support month-end closing process and preparation for annual single audit
- Assist in preparing financial reports and schedules
- Follow established internal controls, accounting procedures, and organizational policies

The position will also assist with other mission critical tasks, including reception, administrative support, and other agency projects as needed. The position will provide support to the Operations Manager and CFO.

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.dlc.org

Qualifications

The ideal candidate for this position will have the following qualifications:

- Excellent interpersonal and communication skills
- Effective analytical with problem solving skills
- Strong attention to detail and organizational skills
- Experience with MIP or other non-profit fund accounting software
- Basic knowledge of generally accepted accounting practices and general office practices
- Experience with accounts payable and month end accounting close processes
- Knowledge of federal grants and reporting tools
- Proficiency with Microsoft Office products including EXCEL and Word
- Comfort and experience working with people with disabilities
- Demonstrated commitment to social justice
- Willingness to travel - occasional overnight travel may be required

Associates or Bachelor's degree from an accredited college or university in accounting, finance, business administration or a related field, or equivalent relevant experience, is desired. Fluency in Spanish or sign language is a bonus.

The successful candidate will be required to apply for a national security clearance.

Full-time salary for a candidate with minimal experience is \$36,000, increasing to \$49,000 commensurate with experience. Generous benefits package includes a flexible work schedule, paid time off, health insurance, and short-term and long-term disability insurance. dLCV has a 35-hour work week; attorney staff are supported to work a regular work week. dLCV staff are represented by a union.

The position is open until filled. Internal applicants should apply by October 16, 2026.

Please submit a resume and cover letter describing your qualifications and salary expectations to

dLCV
Attn: Human Resources
1512 Willow Lawn Dr. Ste 100
Richmond, VA 23230
or email to jobs@dlcv.org

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Member of the National Disability Rights Network