

JOB ANNOUNCEMENT
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IOLTA PROGRAM MANAGER

The Arkansas Access to Justice Commission seeks a highly motivated, detail-oriented IOLTA Program Manager for its Little Rock office to administer all aspects of the Arkansas Access to Justice Foundation's Interest on Lawyers' Trust Accounts Program.

Duties include:

- Track monthly bank reporting and remittance of interest earned on lawyer trust accounts; ensure that participating banks timely and accurately submit completed reports; coordinate with the Foundation's administrative and financial staff in completing monthly reconciliations of IOLTA Program revenues
- Monitor and analyze bank interest rates and account balances for compliance with interest rate comparability requirements of applicable rules; conduct periodic rate comparability compliance reviews
- Coordinate with financial institutions regarding satisfaction of requirements related to participation in the IOLTA program generally and Preferred Banks Program
- Perform annual attorney compliance audit; follow up with attorneys and banks to resolve discrepancies
- Monitor and log any unclaimed or unidentifiable funds received by the Foundation in accordance with applicable rules
- Prepare quarterly IOLTA Program reports for review by the Executive Director, Finance Committee, and Board of Directors
- Coordinate with the Executive Director and Grants Committee to develop annual recommendations regarding the amount of funds to be made available for grantmaking; oversee issuance, receipt, and review of grant applications
- Assist the Foundation's Grants Committee in the grant review and award process; notify grantees of grant awards and obtain executed Grant Assurance Agreements
- Oversee monitoring of grantees, including compliance with grant terms and conditions; coordinate periodic grantee site reviews with Grants Committee and grantees

Qualifications include:

- Outstanding organizational skills, including the ability to prioritize, manage multiple tasks simultaneously, meet deadlines, and follow up without supervision;
- Ability and enthusiasm to work collaboratively and flexibly;
- Proficiency in Excel, database programs, and G Suite (Gmail, Google Docs, etc.); should be technically uninhibited in learning new software;
- A bachelor's degree is required; two or more years' experience in business, finance, accounting, or related field is preferred.

Salary: Based on qualifications and experience. Benefits include health insurance, life insurance, pension, and 457(b) plan. Applicants must have a strong desire to work for a nonprofit organization.

Applicants must submit a cover letter, resume, and references via email to Amy Johnson at adjohnson@arkanasjustice.org

Minorities, veterans, persons of all ages, women, LGTBQ persons, and persons with disabilities are encouraged to apply. Position is open until filled.

June 2019