

Interest on Lawyer Account Fund of the State of New York

Funding civil legal assistance for low-income New Yorkers since 1984

Job Title: Banking Specialist
Employer: New York State Interest on Lawyer Account Fund
Location: New York, New York
Date Posted: July 30, 2025
Deadline: August 29, 2025

About New York State Interest on Lawyer Account Fund

Founded in 1983, with the strong support of the New York State Bar Association, the legislature created the IOLA Fund to provide additional financial support to civil legal service organizations that had been decimated by federal budget cuts. Today, the IOLA Fund helps low-income people in New York State obtain help with civil legal problems affecting their most basic needs, such as food, shelter, jobs, and access to health care.

The IOLA Fund is a fiduciary fund administered by IOLA's publicly appointed Board of Trustees. The revenue is held in the custody of the State Comptroller and, subject to government procurement rules, provides the funding for grants awarded by the IOLA Board of Trustees to non-profit civil legal services providers for the purpose of delivering civil legal services to low-income New Yorkers and for improving the administration of justice. IOLA grantees vary in size and focus, providing a myriad of legal services: direct representation, advice and counsel, pro se assistance, legal education, and referrals to low-income or otherwise disadvantaged individuals. IOLA grantees also provide legal trainings, engage in partnerships and community collaborations, and initiate impact cases that enhance the quality of life for all New Yorkers. IOLA's current five-year grant cycle awarded \$562.5 million to 87 nonprofit organizations that provide legal assistance to people living across New York's 64 counties.

The Opportunity

The IOLA Fund is seeking a skilled and collaborative **Banking Specialist** to join its trusted and mission-driven team. Reporting to the Director of Administration, the Banking Specialist is expected to assist in all aspects of IOLA revenue collection and oversight. The role involves overseeing bank remittances, preparing and analyzing reports, and assisting with IOLA's enforcement of its banking rules.

The essential functions of the Banking Specialist position include:

- Maintain bank contact information and bank records.
- Facilitate new bank onboarding, oversee proper account transfer in the case of bank mergers, and manage issues that arise with uploads of bank remittance reports to the database.
- Review and reconcile monthly bank remittances and ensure that banks file in a timely fashion.
- Develop, prepare and analyze reports to monitor bank compliance, identify banking trends, and maintain historical revenue data.
- Prepare specialized reports relating to banking, revenue, or attorney account information, as required.

- Serve as a liaison with IOLA's outside banking consultants, assisting them and IOLA's General Counsel with communication and analysis related to revenue monitoring and rate enforcement.
- Maintain attorney IOLA account enrollment information.
- Maintain the IOLA website's banking information, including announcements and forms as required.
- Assist in a variety of other areas supporting IOLA's banking work.
- Maintain expertise with IOLA's banking and attorney database systems.
- Perform any other duties and responsibilities that may be assigned.

Qualifications and Education Requirements

- At least two years of prior experience with financial database management.
- Proficiency with Microsoft Office Suite.
- Strong reasoning, analytical, and research capabilities.
- Strong communication skills with the ability to communicate in a clear and succinct manner both orally and in writing.
- Attention to detail and high level of accuracy in preparing and presenting information.
- Well-organized with the ability to work independently and manage priorities under tight deadlines.

Preferred Skills

- A bachelor's degree or higher in accounting, business administration, business management, economics, finance, or public administration.
- Prior financial and/or banking experience.
- Prior experience with NYS government systems (e.g., State Financial System).

Compensation & Benefits

- Full-time salary: \$57,000-62,000, commensurate with experience, plus location pay of \$4,000.
- Benefits: health and prescription drug benefits under the New York State Health Insurance Program (Empire Plan), Dental insurance, Vision Care, New York State Flexible Spending Account, NYS-Ride, life insurance, employee assistance program, New York State retirement plan, paid time off, and more.
- IOLA operates in a hybrid work environment.
- IOLA will consider applicants interested in a part-time position, in which case compensation and benefits will be adjusted.

Contact

To express interest, please submit a cover letter and resume to careers@iola.org by **August 29, 2025**.

IOLA is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.

To learn more about IOLA Fund, please visit www.iola.org.