

## **JOB ANNOUNCEMENT**



**Position:** Finance and Admin Assistant – Tenants’ Rights

**Reports to:** Development Director

**Bargaining Unit:** Yes

**FLSA:** Non-Exempt

**Status:** Part Time/Temporary (32 hours weekly)

### **Position Summary**

Our Tenants’ Rights Legal Practice works to stop displacement and stabilize our communities through eviction defense, drop-in legal clinics, affirmative litigation, know-your rights presentations, administrative hearings before rent boards, and policy advocacy. Centro Legal serves as fiscal lead and administrator for several collaborative, government-funded, anti-displacement grants, including foundation grants. Each contract has diverse sub-grantee partner agencies whose invoices we assist in preparing and processing. Centro Legal is seeking an experienced finance and administrative assistant to coordinate and prepare the invoices for our Tenants’ Rights anti-displacement government contracts and foundation grants, including the coordination and facilitation of the sub-grantee invoicing process.

### **Responsibilities**

- Prepare internal monthly and quarterly invoices for Centro and assist sub-grantees in the preparation of their invoices, combining them for submittal
- Work in partnership with the Development and Finance departments to gather required documentation for all reports and invoices
- Maintain knowledge of government grant contracts and foundation grants and respective budgets to assist in compliance with finance and administrative guidelines, deadlines, and audits

### **Qualifications**

The applicant must profoundly share Centro Legal’s mission and vision of racial, economic and social justice. Qualifications include:

- Experience with cost reimbursable contract and foundation grant budgets and invoicing
- Experience with accounting, including financial reporting and billing functions
- Understanding of generally accepted accounting principles
- Proven ability to meet deadlines
- Excellent eye for detail while also maintaining the larger picture and context of the work;
- Excellent people skills and ability to work with others respectfully in a diverse community
- Excellent communication, analytical, writing and organizational skills
- Ability to be flexible and deal with changing priorities
- Strong leadership skills and ability to take initiative
- Commitment to maintain the highest level of integrity for the organization

### **Required Skills:**

- Proficiency in MS Excel and Word, G-Suite, and online databases

- AA or Bachelor's Degree
- Excellent skills in Word, Excel, Google applications, and online databases

### **Compensation**

Salary is competitive and commensurate with experience. We provide a generous benefits package, including life insurance, LTD, leave policies, vacation, and December holiday office closure at full pay.

### **To Apply**

Review of applications will begin immediately and continue until the position is filled. Applicants are encouraged to apply as soon as possible. Submit via email only: 1) cover letter, 2) resume, and 3) a list of three professional references. Include "TR Finance and Admin Assistant" in the subject line. Please email application materials directly to [jobs@centrolegal.org](mailto:jobs@centrolegal.org).

### **POSITION OPEN UNTIL FILLED**

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#### **About Centro Legal de la Raza**

Founded in 1969 and headquartered in Oakland, California, Centro Legal de la Raza (Centro Legal) is a comprehensive legal services and advocacy organization protecting and advancing the rights of immigrant, low-income, and Latino communities through bilingual representation, education, and advocacy. We combine quality legal services with know-your-rights education, affirmative litigation, and youth development, ensuring access to justice for thousands of individuals and families each year throughout Northern and Central California.

For more information, visit our website: <https://centrolegal.org/>

#### **Diversity Statement**

Centro Legal's mission includes advancing social, economic and racial justice. We are committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion within and ensuring a workplace where all staff can flourish and grow professionally and well beyond. Our staff are the most important part of our ability to achieve our mission. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation, sustainability and our organization's success. Centro Legal is an equal employment opportunity employer and does not discriminate on the basis of race, color, religious creed, sex, pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, military or veteran status, marital status, family responsibilities, caregiver status, sexual orientation, gender identity (including transgender status), gender expression, weight, height, linguistic characteristics (such as accent and limited English proficiency where not substantially job-related), citizenship status, status as a victim of domestic violence, sexual assault, or stalking, HIV/AIDs status, or any other basis prohibited by law. Centro also prohibits discrimination based on a perception that an individual has any of the characteristics of the protected classes listed above, and further prohibits discrimination against an individual who is associated with a person who has, or is perceived to have, any of those characteristics.