

JOB ANNOUNCEMENT

Position: Financial Coordinator

Reports to: Director of Finance & Operations

Bargaining Unit: No

FLSA: Non-Exempt

Type: Temporary/ Full Time , position ends on 1/15/2020



Position Summary & Responsibilities

Centro Legal seeks a Finance & Administrative Coordinator to work on supporting new City of Oakland Housing grant.

Primary responsibilities will include:

- Prepare and track reimbursement invoices for the Tenants' Right Program (City of Oakland Housing Grant)
- Process and log checks and other income, and prepare bank deposits.
- Ensure finance files are organized.
- Coordinate weekly processing and mailing of checks with the Tenants' Rights Assistance Coordinator

Qualifications

The applicant must profoundly share Centro Legal's mission and vision of racial, economic and social justice

Qualifications include:

- A genuine passion for working on issues affecting low-income individuals and immigrants.
- Commitment to maintain the highest level of integrity for the organization.
- Excellent skills in Word, Excel, Google applications, and online databases preferable.
- Excellent communication, analytic, and organizational skill Strong attention to detail.
- Ability to work in a fast-paced environment and manage several projects at once.
- Ability to prioritize and organize work to ensure that it is completed within the given time limit.
- Strong leadership skills and ability to take initiative.
- Excellent interpersonal skills and ability to work respectfully with a diverse group of people.

Preferred But Not Required:

- Familiarity with QuickBooks or other accounting software.

Compensation and Benefits:

The salary for this position is set to a starting wage rate of \$25.00 per hour, plus sick leave. If this position is extended beyond 90 days, the employee will become eligible for medical, dental, vision, and vacation.

To Apply

Given the urgent need for these services, Centro Legal aims to fill this position within days.

Review of applications will begin immediately and continue until the position is filled. Applicants should apply without delay. To apply, send a brief cover letter, resume, and list of three professional references by email to jobs@centrolegal.org, with the subject line, **“Financial Coordinator”**

POSITION OPEN UNTIL FILLED

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.