

JOB ANNOUNCEMENT

Position: Financial Coordinator

Reports to: Director of Finance & Operations

Bargaining Unit: No

FLSA: Non-Exempt

Type: Temporary/ Full Time , position ends on 12/31/21



Position Summary & Responsibilities

Centro Legal seeks a Finance & Administrative Coordinator to work on supporting the new Alameda County - Emergency Rental Assistance grant.

Primary responsibilities will include:

- Assist the Director of Finance and Operations with the administration of this grant.
- Partner with the Tenant's Rights team to verify accuracy of payment requests coming from the Salesforce system.
- Set up vendors in Quickbooks.
- Set up payments via checks or bank transfers for approval.
- Maintain a payment register for this grant.
- Perform files download and uploads between various systems.
- Follow up internal controls to ensure compliance with federal grant disbursement guidelines
- Ensure electronic finance files are organized insurance federal rules compliances for internal
- Prepare electronic payment files for the Invoice Coordinator
- Assist in the grant process with other tasks
- Request timely documentation from external organizations involved in this grant process

Qualifications

- A genuine passion for working on issues affecting low-income individuals and immigrants.
- Ability to process payments in accurate and timely fashion
- Excellent skills in Word, Excel, Google applications, and online databases preferable.
- Excellent communication, analytic, and organizational skills. Strong attention to detail.
- Ability to work in a fast-paced environment.
- 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.
- At least two years of office experience, or one year of accounts payable experience.

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 a generous benefits package, including medical, dental, and vision coverage.

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.