



Finance & Administration Assistant Job Announcement

Position Hours: Full-Time (32-40 hours/week)

Position Type: Non-Exempt

Reports to: Executive Director (ED)

Position Summary:

San Luis Obispo Legal Assistance Foundation (SLOLAF) is seeking a full-time Finance & Administration Assistant. This newly created position will assist the Executive Director with all financial and administrative operations of SLOLAF, a non-profit law firm. The position is based at the SLOLAF office in San Luis Obispo.

Under the supervision of the Executive Director, the Finance & Administrative Assistant is responsible for handling designated financial and administrative duties for SLOLAF, which include:

- Finance/Accounting
- Information Technology (IT)
- Payroll
- Human Resources
- Risk Management (insurance)
- Facilities Management
- Organizational Administration
- Development (Fundraising & Events)

About SLOLAF:

SLOLAF is a non-profit legal aid organization that provides free legal assistance to low-income San Luis Obispo County residents. Our mission is to provide legal services and resources to people in need, and our vision is legal access for all. Since 1992, SLOLAF has served thousands of those in our community in the greatest need, including low-income residents, seniors, veterans, and other vulnerable populations. Our staff and volunteer attorneys provide

direct representation, assistance with self-representation, legal advice, community education and outreach, and referrals to other community resources.

Essential Functions:

- Finance/Accounting
 - Accounts Receivable (invoice preparation/receipts posting)
 - Accounts Payable (invoice entry/payment)
 - Prepare bank deposits
 - Input all transactions into QuickBooks
 - Assist in development of annual budget
 - Provide ED with financial reports and assist with annual audit
 - Other bookkeeping or finance assistance as assigned

- Information Technology (IT)
 - Handle day-to-day issues with staff IT problems, utilizing SLOLAF's IT consultant when appropriate
 - Procure minor computer equipment and supplies

- Payroll
 - Audit payroll records daily
 - Prepare timesheets for employee/supervisor signoff
 - Input any payroll changes (pay rate, deductions) in payroll system
 - Prepare semi-monthly payroll, coordinating with 3rd party payroll processing service
 - Prepare payroll reports for ED and month-end financials
 - Interface with payroll provider as needed
 - Prepare workers' compensation payroll reports and make retirement plan deposits each payroll

- Human Resources
 - Assist with onboarding of new staff
 - Assist with all benefit administration
 - Track expiration of required employee documents

- Facilities
 - Assist ED with facility maintenance as needed, coordinating with landlord personnel when necessary
 - Assist with procuring furniture as needed

- General Office duties
 - Order office/kitchen supplies and keep storage areas neat
 - Assist with employee recognition (birthdays, anniversaries, etc.)

- Development
 - Assist Executive Director with all aspects of annual fundraising event
 - Manage timely entry and acknowledgement of gifts using donor database
 - Assist with production and distribution of annual appeal materials
- Other duties as assigned

Desired Skills/Experience:

- Minimum of two (2) years of experience in a similar position
- Degree in accounting a plus
- Experience with QuickBooks and basic understanding of financial and accounting principles a must
- Must be adept with Outlook, Microsoft Word & Excel, and the internet
- Experience with DonorPerfect, Canva or other graphics programs, Publisher, Wordpress and Constant Contact a plus
- Must be tech savvy and willing to learn new programs as needed
- Must possess strong attention to detail
- Must possess strong organizational skills and ability to prioritize work
- Must be able to maintain high levels of confidentiality
- Must work well independently and as part of an administrative team
- Must have a valid California Driver's License and current auto insurance
- Passion for SLOLAF's mission & understanding of non-profit organizations

Compensation/hours:

- \$26-30/hour (DOE)
- Weekly hours to be determined (32-40 hours per week). Occasional evening or weekend work may be necessary for events or as workload requires.
- Paid vacation time: 10 days per year
- Paid sick leave: 80 hours per year
- Paid holidays: 14 days per year
- SLOLAF contributes 2% to Simple IRA retirement account
- SLOLAF contributes up to \$500/month to group health insurance plan (employee coverage only)
- SLOLAF contributes 100% to group vision, dental, Life and LTD insurance plans (employee coverage only)

To apply:

- No calls please

- Email cover letter (required) and resume, in PDF format, to SLOLAF Human Resources at hr@slolaf.org

Position is available immediately and posting will remain open until filled.

At SLOLAF, a diverse, inclusive, and equitable workplace is one where all clients, employees and volunteers feel valued and respected, regardless of their gender, race, ethnicity, national origin, age, sexual orientation or identity, education or disability. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all of our departments and programs.