

JOB ANNOUNCEMENT

Position: Finance Coordinator
Reports to: Accounting Manager
Bargaining Unit: Yes
FLSA: Non-Exempt
Type: Full Time



Position Summary & Responsibilities

Centro Legal seeks a Finance Coordinator to work on the document coordination and preparation of invoices for government contracts.

Primary responsibilities will include:

- Prepare and track reimbursement invoices to government funders; anticipate a minimum of four contracts at one time.
- Coordinate with sub-grantee organizations on invoice preparation and submission to grant funders.
- Coordinate with Centro' staff members on invoice-related requirements such as time sheets and submission of receipts.
- Maintain knowledge of government grant contracts and budgets to assist in compliance with finance and administrative guidelines and audits.
- Partner with the Tenant's Rights team to resolve any outstanding issues with grant invoicing, and grant requirements
- Maintain and partner with sub-grantee organization in all questions related to billing.
- Ensure electronic finance files are organized insurance federal rules compliances for internal controls
- Assist the Accounting Manager and Director of Finance with other tasks relates to this role.

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 accounting experience.

Preferred But Not Required:

- Familiarity with QuickBooks or other accounting softwares.

Compensation and Benefits:

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

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, **“Finance 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.