

Asian Law Caucus Job Announcement

The Asian Law Caucus (ALC), one of the nation's first civil rights legal organizations to focus on issues impacting Asian and Pacific Islander communities, seeks a Bookkeeper/Facilities Coordinator. The Bookkeeper/Facilities Coordinator is responsible for day to day transactional bookkeeping, human resources administration and facilities maintenance. Duties include timely accurate processing and recording of accounting data; working with Accountants in preparation of monthly financial reports and annual budgets; prepares financial information in preparation of annual audits; and provides assistance for other financially related tasks as required. This position oversees office management and coordinates the work of IT Consultants. The Bookkeeper/Facilities Coordinator provides administrative management of employee benefits and business-related insurances. Approximate distribution of work: Book keeping 50% - Human Resources 10% - Facilities and IT Coordination 20% - General Admin 20%

Responsibilities:

- Day to day transactional book keeping, including accounts payable, accounts receivable, printing and processing checks.
- Records management including financial documentation, corporate filings, insurance, payroll and human resources.
- Processing deposits and credit card transactions.
- Processing Payroll, including submission to Payroll Company.
- Manage staff benefits including maintaining records, communication and coordination with vendors and providers and orienting staff to benefits package.
- Coordinate work of IT consultants, including communicating priorities, monitoring costs, ensuring effective network maintenance and communicating troubleshooting needs.
- Coordinate contracts and work of facilities and equipment vendors, including janitorial and building maintenance.
- Ensure effective coordination of use of office space, including conference and meeting rooms.

Qualifications:

- Strong attention to detail, ability to perform repetitive tasks accurately and efficiently.
- Ability to follow instructions
- Willingness to ask questions if information is unclear, counter-intuitive or otherwise contrary to previous instructions
- Six months experience in QuickBooks
- Typing accuracy
- Ability to communicate effectively verbally and in writing
- Effective in managing multiple priorities and problem solving
- Knowledge of Microsoft Office applications including excel, word, outlook.
- AA degree in accounting or equivalent bookkeeping work experience

Application Process:

Qualified, interested candidates should submit a cover letter and resume to:

Bookkeeper/Facilities Coordinator

Asian Law Caucus

939 Market Street, Suite 201

San Francisco, CA 94103

OR

jobs@asianlawcaucus.org

ALC is committed to the pursuit of social, economic and racial equality and justice for all sectors of society, with a specific focus on the needs of low-income, immigrant and underserved communities. ALC strives to create an informed and educated community empowered to assert its rights and to participate actively in American society. ALC is an equal employment opportunity employer and committed to diversity in the work place.