



## Finance Assistant

The Eviction Defense Collaborative (EDC) seeks a motivated and skilled Finance Assistant to assist our team in fighting for tenants' rights and preventing homelessness and displacement. The Finance Assistant will work under the supervision of the Finance Manager and work collaboratively and closely with members of the Admin team.

### **Job purpose**

The Finance Associate is an integral part of the admin team and EDC's Right to Counsel services. The Finance Associate is responsible for providing finance-related administrative support for the successful oversight and implementation of San Francisco Tenant Right to Counsel. A significant portion of the Finance Associates' time will be spent providing bookkeeper support to the Finance Manager. Because we strive to be barrier-free and client-centered, the position requires individuals who truly enjoy working with people, have the skills and capacity to respond in an empathetic and respectful way to clients who are often in crisis, and can work effectively in a collegial and fast paced environment.

### **Qualifications**

First and foremost, the applicant must profoundly share EDC's mission and vision of social justice and be able to manage stressful situations with empathy and calm. Below are additional qualifications:

- High levels of professional effectiveness, collaboration, integrity, optimism, and high energy.
- Comfort with cloud technology, proficient to intermediate skills with Microsoft Office and Google Suite, and other common computer programs; experience with Salesforce or related systems preferred.
- Excellent verbal and written communication skills.
- Experience with administration and office management.
- Flexible and adaptive work style with the ability to thrive in a growing, entrepreneurial, mission-driven environment.
- QuickBooks Experience (1 year)
- Excel proficiency
- Excellent attention to detail and organization
- Payroll experience (preferred)
- Nonprofit accounting experience (preferred)
- Able to work on several projects simultaneously, and handle a high volume of activity.
- Ability to work under deadlines (excellent time management skills).
- Ability to work collaboratively, but with the capacity to work independently.

### **Duties and responsibilities**

#### **Finance Duties (90%)**

- Second-level review of disbursements including reimbursements, invoices and credit card bills, entry of receipts & attribution of expenses across proper accounts and channels.



- Process weekly bank deposits.
- Issuing checks for bill payments, client payments, staff reimbursements, etc.
- Assist with monthly invoices for City funders and partnered agencies.
- Assist with semimonthly payroll, reconcile PTO balances, and benefit deductions.
- Assist with annual Audit and budget creation.
- Review year-end personnel and vendor tax filings.
- Process and oversee funds received by EDC, including cash, money orders, cashier's checks, checks, etc.
- Other finance related tasks as required.

### **General Administrative Duties (10%)**

- Assist with the preparation of bank deposits and other clerical finance duties as needed.
- Attend weekly program meetings, monthly agency staff meetings, and relevant supervision meetings.
- Perform other duties as assigned in furtherance of EDC's mission.

### **Compensation**

Starting salary \$55,000. This is a non-exempt, full-time position (Monday – Friday 9:00am – 5:00pm).

Benefits include:

- Health, dental, vision, long term disability, and short term disability coverage;
- 401(k);
- 13 paid holidays;
- One hour paid lunch daily;
- Vacation accrual rate starts at two weeks in the first year of employment and increases to three weeks on the third anniversary

### **Union**

EDC staff are represented by the National Organization of Legal Services Workers (NOLSW, UAW Local 2320, AFL-CIO). This position is not a union position.

### **Working Conditions**

The position requires working with individuals during moments of extreme stress and instability. The position also requires the provision of culturally-sensitive and empathetic services. Some evening and weekend work may be required. Furthermore, because of the nature of the work, **the employee is expected to be in the office during normal business hours Monday – Friday 9:00am – 5:00pm** and to communicate with staff regarding whereabouts when elsewhere for meetings or other obligations.

*At present, due to the COVID-19 pandemic, and until further notice, EDC is operating in a hybrid fashion, with some remote work and some onsite work. **This role will be onsite and not a remote position.** EDC's In Office*



*COVID-19 Safety Plan adheres to the CDC's health and safety guidelines and the federal and state OSHA requirements for workplace safety.*

## **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged sitting/standing.
- Extensive typing/some data entry.
- Periodic lifting/carrying/transporting of materials in excess of 40 lbs.
- Close visual acuity to prepare and analyze data, text, and figures.
- Prolonged computer use.

## **Direct Reports**

The employee will not supervise any employees.

## **Application Process**

Email Resume and Cover Letter as attachments to [jobs@evictiondefense.org](mailto:jobs@evictiondefense.org) with "Finance Assistant" in the subject line.

**We are reviewing applications on a rolling basis.**

## **Commitment to Equity, Diversity and Inclusion**

EDC is committed to continually building a diverse and inclusive workplace. We do so because it is the right thing to do, and because we know it makes our work stronger and more effective. We encourage applications from people of all backgrounds. EDC understands and values a workplace with staff from diverse educational backgrounds, cultures, ethnicities, races, sex, gender identity and expression, national origin, ages, languages spoken, veteran's status, skin color, religion, disability, sexual orientation and beliefs. All qualified applicants will receive consideration for employment. The Eviction Defense Collaborative believes that all persons are entitled to equal employment opportunity and does not discriminate on any basis prohibited by applicable law.