



**Mission: Connect and educate Latina families to transform lives and our Yakima Valley.**

**¡Únete a nuestro equipo!**

**¿Quién somos?**

La Casa Hogar connects and educates Latina families, to transform lives and our Yakima Valley. Our exciting and dynamic organization partners with more than 600 families annually by offering Adult Education, Early Learning and Citizenship Services, as methods for larger confidence & movement building.

*“La Casa Hogar es un lugar donde puedes llegar y sentir que es un lugar donde recibes apoyo y te dirigen por los caminos correctos, para que sigas educándote, fortaleciéndote, y seguir sin miedo para lograr tus metas, y te dan mucho apoyo. Gracias a La Casa Hogar por existir.” -Mireya, estudiante, voluntaria y ahora, miembro del equipo por más de 17 años.*

**Nuestros valores:** Empatía, respeto, relación y confianza, autenticidad, justicia y equidad. Identidad y dignidad, relación y comunidad, compasión y justicia, esperanza y promesa.

**¿Qué te ofrecemos?**

- Numerous formal & informal opportunities for personal, professional and leadership development,
- Un espacio donde se te animará a encontrar tu voz y auto-empoderamiento,
- Opportunities to participate in collective decision-making processes and use your voice and presence to create meaningful change in your community,
- Advocacy opportunities to change unjust systems,
- Un ambiente de trabajo bilingüe y acogedor con muchas oportunidades para reír, bailar y celebrar en comunidad,
- A work environment where the joys and challenges of balancing work, family, and personal time are understood and supported,
- Un espacio seguro y de sanación para aprender sobre el racismo y los sistemas de opresión y cómo nosotros trabajamos colectivamente para desmantelar estos sistemas injustos externamente e internamente,

**POSITION DESCRIPTION: FINANCE & OPERATIONS ASSISTANT**

<p><i>Supervised by:</i> Finance &amp; Operations Manager</p>	<p><i>Exemption Status:</i> nonexempt, hourly, permanent employee.</p>
<p><u><i>Hourly starting wage:</i></u> \$16/hour (raises are evaluated annually)</p>	<p><i>Hours:</i> 40 hours per week required; general office hours with flexibility and final schedule to be determined with employee upon hiring. NOTE: La Casa employees are currently working on a hybrid online/in-person model due to COVID-19.</p> <p><i>Benefits:</i> 2 weeks of paid vacation time, 2 weeks of paid sick/wellness time, \$3,200 health stipend/year, paid holidays, and retirement stipend of 2% of income per year</p>

**WORK SCOPE SUMMARY**

The Finance and Operations Assistant is a bilingual team-player, responsible for ensuring and performing high quality in finance and operations and that all financial transactions, operations and strategies are done in service to the mission. This person works with and reports to the Finance & Operations Manager. Core duties include assisting to: maintain accurate financial records of organization’s expenditures, profit and loss, cash flow, balance sheets; produce financial reports; create budgets, and other financial activities. This person also completes the administrative requirements of a nonprofit, including licenses and permits, renewals for the organization to be in compliance with the law. The Assistant maintains the technology inventory list up to date and other operations activities. This position utilizes QuickBooks, Microsoft Office (Access, Excel, Word) and other computer programs to

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complete record keeping; they also assist with coordinating meetings with consultants as needed to ensure all taxes, financial reviews or audits, and reconciliations. This person has strong attention to detail, knows how to use computers and Microsoft Excel, have high-school/GED level math skills and confident in using them, and is bilingual in English & Spanish. The Assistant is a team-player, has a positive attitude, is self-directed, and also can take direction well. They are passionate about La Casa's mission.

### JOB DUTIES

#### Financial Duties:

- Understands and regularly reviews PNLs, Balance Sheets and Cash Flow statements
- Considers, proposes and implements ways to save paper, make financial tasks more efficient using formulas or software, and assists in developing financial and tracking strategies
- Assists in completing payroll 2x per month (including process for receiving timecards, entering information, and if needed, assisting in processing monthly taxes and submitting payroll to online banking portal)
- Enters & tracks financial entries and transactions in the accounting software for the organization, including three donation platforms: Network for Good, Benevity, BlackBaud, and YourCause
- Daily checks deposit box and may make deposits and follows all internal protocols and processes for dual verification and reporting.
- Assists in creating budgets for each grant fund above \$5,000 and ensures that spending is on track and programs are aware of their grant PNLs as needed
- Assists in preparing monthly financial reports, Board reports and incorporates explanations as needed
- Assists in managing accounts receivables and payables and ensures invoices are paid on time and not overdue from external parties; follows up with phone calls & emails when invoices or payments are late.
- Coordinates and attends meetings, collaborates, and assists Finance & Operations Manager in working with CPA Consultants & third-party accountants, during (but not limited to) the following:
  - Monthly reconciliation, account balancing and reviews;
  - Attends and helps prepare for regular meetings with CPA Consultant, including questions, strategic considerations, technical issues, errors and/or trouble shooting
- Assists with financial review process annually with CPA third-party firm to conduct annual review, complete & submit annual 990, and present to the board
- Verifies and makes bank deposits in collaboration with Executive Director and Finance and Operations Manager
- Understands, monitors, and reviews Accounting Policies and ensures internal controls are maintained. If it is discovered a control has been violated, reports it immediately to the Finance and Operations Manager, Executive Director or Board Chair.
- Assists in making small purchases and expenditures in accordance with the budget, for operational and administrative needs/requirements
- Monitors financial document retention policy and ensures all documents no longer needed are destroyed

#### Development + Events Financial Tasks:

- Formats monthly donor spreadsheet, reviews for accuracy & prints labels for Development & Events Manager
- Makes follow up phone calls to friends & supporters when financial questions arise (for example: credit card expirations, bounced checks, etc.).
- Makes phone calls to students/clients to ask if they would like to direct their DSHS reimbursable fee to La Casa as a donation, and/or for other financially related questions (for example: confirming addresses and legal names when sending COVID financial assistance or other scholarships).

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- May support envelope stuffing & mailing during mass mailings as needed
- Other administrative/financial tasks as needed

### Operational Duties:

- Support management of construction projects, their deadlines, requirements, contracts, etc. On occasion, this may include asking sub-contractors for in-kind donated services and discounts.
- Maintains logs for keys; conducts regular reviews of logs to ensure accuracy.
- Maintains spreadsheet tracking for laptop/desktop replacement schedule and inventory of all technology and operational equipment.
- Reads, understands and supports processes to implement contracts, MOUs and other formal organizational agreements.
- Maintains spreadsheet tracking for contracts, grant periods, amounts, and grantor names.
- Completes all organizational administrative requirements including: Secretary of State annual report, WA nonprofit charity annual report, all organizational membership renewals, business licenses and renewals, updates to IRS/County Auditor and any other government or regulatory agencies to ensure our name and tax information is accurate. This may require coordination with Executive Director, Finance and Operations Manager and Program Managers.
- Maintains digital Administrative Google Calendar, carries out all tasks, and initiates support when needed to complete an administrative task; adds and removes deadlines as needed.
- Coordinates meetings and communications between La Casa and insurance company to ensure La Casa has adequate and accurate insurance for property, general liability, Directors and Officers insurance, Attorney E&O insurance and criminal coverage, and any additional insured certificates needed for projects or newly established partnerships.
- Coordinates with maintenance person to complete on-site tasks, as needed, specifically, test fire alarms every three months & check expiration dates on fire extinguishers every three months.
- Arranges quarterly or two times annually for paper shredding of confidential & financial documents no longer needed on-site at La Casa Hogar.

### Human Resources Duties:

- Sends application and new employee documents, as needed, to prospective employees or interns
- Gives new employees all required employment forms: I-9, W-4, emergency contact information, staff favorites, direct deposit form, confidentiality policies, whistleblower policy, photo release, individual car insurance, and any other required forms. This employee does not review completed I-9 forms.
- Requesting & maintaining record of employees' car insurance and making sure La Casa has the most recent car insurance saved on file for each employee;
- Monitors document retention policy and destroys all documents no longer required to be maintained

### Logistics Support & Responsibilities:

- Assists with logistical coordination needed for future meetings or engagements; this may include (but is not limited to): staff meetings, staff retreats, board meetings, board retreats, advocacy days or field trips, or other community meetings.



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**General: The tasks below are requested and expected of all staff members at La Casa Hogar:**

- Understands nonprofit finances are in service to the values & mission of La Casa Hogar
- Maintains positive attitude and builds effective working relationships with La Casa team members
- Effectively communicates needs for team collaboration and help when needed
- Regularly communicates needs to Operations & Finance Manager
- Actively participates in team-wide trainings, staff meetings, & organizational discussions
- Creates & contributes to a positive, collaborative, multi-cultural & non-discriminatory environment
- Completes timesheet timely and accurately
- Effectively understands and/or seeks to learn about our student community and local needs
- Continually pursues education & training opportunities to advance in the role of Operations + Finance Assistant
- Maintains confidentiality with all financial and donor information
- Continuously pursues technology education
- Tries to trouble-shoot their own technology issues, then contacts direct supervisor for support
- Assists in maintaining La Casa's property and buildings.

## QUALIFICATIONS

*Required:* Bachelor's or Associate's Degree or equivalent work experience in accounting/bookkeeping, nonprofit finance, business finance or other related subject. Spanish & English skills (writing, reading, speaking) required. Microsoft Office (Access, Excel, Word) experience required. GED/high-school math skills. Commitment to maintain accuracy on record keeping and accurate up-to-date budgets tracking. Ability to be self-directed & problem solving; detail-oriented and big-picture strategic thinking.

*Preferred:* Experience using Quickbooks or other accounting software; prior experience working in an office or nonprofit; confidence in daily math skills; Excellent organizational skills and ability to effectively manage workload and meet deadlines; experience working with immigrant communities.

*Licenses/Certificates/Registration:* AED/CPR certification—can be obtained upon employment

## WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

1. Physical requirements: climbing stairs, reaching, standing, sitting, walking, typing, talking, hearing, seeing and repetitive motions.
2. Position requires standing or sitting while looking at a computer screen for the majority of each work day.
3. Some travel may be required to attend trainings or staff retreats. NOTE: All non-essential travel is currently cancelled due to COVID-19 organizational policies.

*If you feel that your experience fit the description for this position, we invite you to send us a written, video or audio résumé and cover letter for review. Send your résumé and cover letter to Alex Guerrero-Finance and Operations Manager at [Alex@lacasahogar.org](mailto:Alex@lacasahogar.org). The interview process will be conducted using digital technology; practicals are part of the interview process. During COVID-19 there may be in-person interviews following social distancing & mask requirements.*

*La Casa Hogar is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, age, sex, sexual orientation, marital or familial status, national origin, alienage or citizenship or disability.*