

JOB ANNOUNCEMENT: FINANCE AND OFFICE ADMINISTRATOR

Legal Council for Health Justice (Legal Council), located in downtown Chicago, seeks a full-time professional to manage its administrative and financial activities, and support the senior management team.

Legal Council is an Equal Opportunity Employer: People of color, women, persons with disabilities, the elderly, gay, lesbian, bisexual, transgender and gender non-conforming, and Veterans are welcomed and strongly encouraged to apply

Legal Council (www.legalcouncil.org) a non-profit law office, was founded in 1987, to address discrimination, disadvantage, and disparities in health, equity, and well-being across the lifespan of vulnerable populations.

Principal Responsibilities: The Finance and Office Administrator will:

- Assist in development of and manages the annual operating budget and oversee all financial transactions to ensure budget compliance.
- Process payroll with contractual Professional Employment Organization, manage agency transit plan, manage agency retirement plan and assist with review, enrollment and changes to the benefits plans.
- Handle accounts payable and accounts receivable. Manage banking relationships. Work with agency's accountant to facilitate the preparation of financial statements and reports.
- Ensure appropriate accounting policies and internal controls are in place and manage annual audit and tax preparation processes.
- Ensure appropriate business licenses, insurance coverage, documents and registrations are properly filed, updated and fees paid as required.
- Assist senior management team in the preparation and implementation of office-wide policies, procedures, and systems in compliance with labor laws and regulations.
- Ensure appropriate business licenses, documents and registrations are properly filed, updated and fees paid as required.
- Manage office facilities to ensure safe, productive working environment; assigns work space and resources.
- Manage vendor contracts (copiers, remote website links, etc.), maintain equipment and furnishings and direct purchases and repairs consistent with budget.
- Manage systems to ensure phone, postage, printing/copying, office supplies and related resources adequately support staff needs.
- With the Executive Director and Senior Management team, manage onboarding new employees, off-boarding departing employees, and maintenance of employee files in compliance with law. Coordinate new employee orientation.
- Supervise two administrative support staff including managing attendance, work flow, and ensuring efficient execution of administrative tasks.
- Handle other duties as assigned.

Specific Job Requirements:

- Bachelor's degree or equivalent work experience
- 1-3 years of experience in nonprofit administration, HR, and/or bookkeeping.
- Excellent interpersonal, verbal, writing, organizing, and teaching skills.
- Proficiency in Microsoft Office Suite programs and QuickBooks or other accounting software; experience in accounting and donor development software a plus.
- Demonstrated ability to work independently as well as cooperatively

- Demonstrated commitment to social change.
- Able to keep up with latest digital trends and emerging technology

Relevant experience includes not only professional advocacy on behalf of others, but personal experience with poverty, chronic illness, mental illness, public housing or other issues affecting our client population.

How to Apply: To apply, email a resume, compelling cover letter, list of duties in prior administrative jobs, and two professional references to: job@legalcouncil.org, attn.: Thomas Yates Executive Director.

Salary: Salary is commensurate with experience and based on agency salary scale.

Submission deadline: Position is open until filled.