



YB YOUTHBUILD
LA CAUSA YOUTHBUILD

JOB ANNOUNCEMENT

Fiscal Administrative Assistant

(Part-Time Position)

ABOUT THE ORGANIZATION:

LA CAUSA YouthBuild is a workforce and leadership development program for young people ages 16 to 24+ that live in economically distressed neighborhoods. Young people learn leadership, advocacy and workforce readiness skills, while they earn an accredited high school diploma and industry recognized certifications. Learn more about our organization: www.lacausainc.org

POSITION SUMMARY

LA CAUSA YouthBuild seeks to hire a Fiscal Administrative Assistant to perform routine clerical accounting duties related to the preparation and processing of all accounting activities including but not limited to:

- Responsible for processing and verifying invoices, collecting proper evidence/receipts of expenses, record keeping of all expenses, recording and scanning all records into QuickBooks and Bills.com in order for CPA Accounting firm to properly code and reconcile expenses.
- Prepare vendor check requests, debit card purchase requests, and include supporting documentation for justification of expense.
- Verify personnel timesheets and time allocation.
- Maintains communication with Fiscal Operations Manager and CPA firm to ensure proper recording of all accounting activities.
- Meet regularly with Executive Director and Fiscal Operations Manager to ensure Budget Forecast for the active program year is up to date according to organizations revenue and expenses.
- Will assist with planning and organizing of community leadership projects and all other program related activities.
- Regular and consistent contact with CPA firm that provides accounting services to LA CAUSA.

REQUIREMENTS/QUALIFICATIONS

- Minimum Education High School Diploma – 2-year AA degree or Training Certifications in business and accounting preferred
- Minimum Experience: 2 years of accounting work experience
- Good oral and written communication skills.
- Knowledge of computer applications and phone etiquette is a must.
- Strong computer and organizational skills with significant experience with Excel and MS Office



- Ability to multi-task, team player, and be detailed oriented.
- Respectful and culturally competent and compassionate individual.
- Sincere desire to work for non-profit organization that serves young people from low-income communities that face many challenges.
- Bilingual – English/ Spanish language skills a plus

SALARY AND BENEFITS

- \$18-21.50/hr (reflects the entire pay range); a starting wage is based on a level of experience and education that exceeds the minimum requirements and is commensurate with the compensation scale.
- Medical, Dental, Vision Benefits
- Vacation, Sick and Personal Holiday Benefits

Required: Valid California Driver's License; Fingerprinting and drug test

How to Apply: You may apply for this position as follows: indeed.com, email your resume to info@lacausainc.org

LA CAUSA YouthBuild is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, domestic partner status, or medical condition.