



# LEGAL ASSISTANCE FOR SENIORS

Health Insurance Counseling & Advocacy Program (HICAP)  
*Ensuring the independence and dignity of seniors by protecting their legal rights through education, counseling and advocacy*

## Open Position Advertisement Director of Finance

### The Agency

Legal Assistance for Seniors (LAS) is a non-profit agency serving Alameda County residents who are 60 years of age and older. We provide legal advice and information, representation in court and administrative hearings, referrals to other community resources, and community education and training in the following areas: prevention of elder abuse, public benefits, housing, guardianships, naturalization, and health law.

Through its Health Insurance Counseling and Advocacy Program (HICAP), LAS provides individual counseling and community education to Medicare beneficiaries in the areas of Medicare, supplemental coverage including Medicare Advantage and prescription drug plans, low income assistance programs, and long-term care insurance.

### This position

This is a full-time position at Legal Assistance for Seniors. The Director of Finance will work closely with the Executive Director and Associate Director in determining long-term financial goals and developing strategies to achieve the financial objectives of LAS. The Director of Finance will manage the organization's financial operations of multiple programs and funding sources, including oversight of accounts payable and receivable, budgeting, production of financial statements and reports, and advisement of the senior management team on financial decisions. The Director of Finance is also responsible for the annual audit and monitoring and maintaining internal controls, while overseeing financial systems and related compliance requirements.

### Duties and Responsibilities include but are not limited to:

1. Direct the day-to-day accounting operations including oversight of accounts payable and receivable, and maintenance of the general ledger
2. Prepare, analyze and present financial reports (income statements and balance sheets) in an accurate and timely manner; clearly communicate monthly and annual financial statements to executive staff and the Board of Directors
3. Lead the annual budgeting and planning process in conjunction with the Executive Director; administer and review all financial plans and budgets; monitor progress and changes and produce monthly budget versus actual reports
4. Manage organizational cash flow and forecasting
5. Oversee audit and tax functions, coordinate activities with outside audit/accounting firms and review LAS' performance
6. Supervise the payroll process, benefit plans, disbursements and information reporting and returns
7. Manage capital equipment, assets, leases and depreciation
8. Assists office improvements, reviewing bids, implementation and capitalization

#### Board of Directors

**President:** Phillip Campbell, **Vice- President:** Jeffrey Block, **Treasurer:** Linda McHugh, **Secretary** Ingrid Evans

**Members:** Jonathan Canick, Ph.D., Yvette Davis, Dawn Patterson, Tarah Powell-Chen, Kevin Rodriguez,

David Scharff, Jeff Tachiki, Jon Vaught, Hon. Marshall Whitley

**Executive Director:** James Treggiari **Associate Director:** Caitlin Chan

**Legal Director:** Kirsten Voyles **HICAP Manager:** Janet Van Deusen



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9. Develop appropriate investment strategies and oversee their implementation
10. Produce financial reports for foundation and other funder grants; maintain shared grant reporting calendar due dates and submissions, including all required financial deliverables as stated per grant awards and contracts
11. Update and implement all necessary business policies and accounting practices; periodically update the organization's accounting manual
12. Remain up-to-date on best practices in nonprofit finance, business systems and internal control measures, and state and federal law regarding nonprofit operations

## Qualifications

- Bachelor's degree in finance, accounting, or related field required; MBA/CPA preferred
- 5+ years relevant work experience as a senior accountant or equivalent; experience in nonprofit accounting required (e.g. revenue recognition, public support testing, 990 reporting)
- Working knowledge of GAAP, audits, and other regulatory requirements in the financial field
- Expert computer skills, including Office, with advanced proficiency in Excel, Sage and accounting systems
- High level analytical and problem-solving skills
- Excellent organizational and interpersonal skills
- Superior written and verbal communications skills, including the ability to translate financial concepts to colleagues who do not necessarily have a finance background
- Ability to work independently and as part of a team to support organizational goals
- Thrives in a busy and diverse work environment
- Must demonstrate a commitment to serving the underserved

## Working conditions & physical requirements

- Occasional work on evenings and weekends
- Extensive computer use
- Ability to sit for extended periods, use of phone and computer systems for long periods of time
- Alternate between sitting and motion tasks frequently
- Occasional off-site meetings; travel may be required

## Compensation:

Full time exempt salary of \$5,000-\$6,250 per month depending on experience, 35 hours per week. Generous benefits package including medical, dental, vision and life insurance coverage; accrue up to 4 weeks vacation and 2 weeks sick time; enrollment in and employer contributions toward 401k plan after 6 months; pre-tax cafeteria plan (medical, transportation, childcare) after 6 months.

**To Apply:** Please email a cover letter and resume in a PDF format to [jobs@lashicap.org](mailto:jobs@lashicap.org) with the subject line "Director of Finance." In your cover letter please address the following:

LAS serves an extremely diverse population. Our clients include seniors, people with disabilities, low income members of our community, LGBTQ individuals, and people of



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color. **How do you think your experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity?**  
Feel free to think broadly about your response to this question.

*Legal Assistance for Seniors is an Equal Opportunity Employer and does not discriminate based on ancestry, age, color, disability (physical and mental, includes HIV and AIDS), genetic information, gender identity, gender expression, marital status, medical condition (gender characteristics, cancer or record or history of cancer), military or veteran status, national origin, race, religion (includes religious dress and grooming), sex/gender (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, request for FMLA (Family and Medical Leave Act), or any other factor that is not related to the position.*