



# 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 Accounting Assistant

### The Agency

Legal Assistance for Seniors (LAS) provides legal services to seniors throughout Alameda County on matters pertaining to prevention of elder abuse, public benefits, housing, guardianship of minors, naturalization, and health law. LAS also provides individual counseling and advocacy to Medicare beneficiaries about their Medicare rights and coverage options through our HICAP Program. Through our Community Education Department, we provide educational presentations to both seniors and service providers on both Medicare and legal topics.

### This position

The Accounting Assistant supports all aspects of accounting, grant reporting and data management. This position requires strong organizational, analytical, and reporting skills. This Accounting Assistant will gain a thorough understanding of the agency's chart of accounts, accounting procedures, and contract goals and requirements. The reports and analysis developed by the Accounting Assistant give the agency key insights used to drive progress towards contracts goals and agency planning. This position reports to the Accounting Associate.

### Duties and Responsibilities include:

#### *Accounting Support*

1. Assist with accounts payable and monthly close processes, including preparing expense requests and back-up documentation, coding expenses for the Accounting Associate's review, and gathering information & documents from staff in a timely manner
2. Prepare and submit invoices to funders
3. File financial documents physically and electronically, maintaining an organized system of records
4. Assist in gathering and organizing documentation for the Annual Audit

#### *Grant Reporting & Data Management*

1. Prepare and submit both internal and external reports necessary for contract compliance and grant applications
2. Manage calendar for contract reporting requirements and funding opportunities
3. Assist in the preparation of the Contract Report on a quarterly basis and as requested
4. Create, update, and train LAS staff on database processes

### Qualifications

- a. Experience working in accounting and/or data management preferred
- b. Excellent computer skills, including Access and Excel
- c. High level analytical and problem-solving skills
- d. Knowledge of bookkeeping practices desired

#### Board of Directors

**President:** Ingrid Evans, **Vice- President:** Dawn Patterson, **Treasurer:** Phillip Campbell

**Members:** Jonathan Canick, Ph.D., Yvette Davis, Tarah Powell-Chen, Kevin Rodriguez,  
Jeff Tachiki, Jon Vaught, Hon. Marshall Whitley, Melissa Wong

**Interim Executive Director:** Caitlin Chan

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



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- e. Administrative experience, preferably in a non-profit organization
- f. Organized and able to work effectively to meet deadlines
- g. Excellent verbal and written communication skills
- h. Ability to work with a wide diversity of staff, projects, and funders
- i. Ability to work independently and as part of a team to support organizational goals

## Working conditions & physical requirements

- Hybrid work model with some in office work required
- Proof of COVID vaccination required
- Ability to sit for extended periods, use of computer systems for long periods of time
- Alternate between sitting and motion tasks frequently

## Compensation:

Full time, non-exempt wage of \$24.18/hour, 35 hours per week. Generous benefits package including medical, dental, vision and life insurance coverage; accrue up to 20 days vacation and 10 days sick time; enrollment in and employer contributions toward 401k plan after 6 months; pre-tax cafeteria plan (medical, public transportation, childcare) after 6 months.

**TO APPLY:** Please email a cover letter and resume in PDF format to [jobs\[at\]lashicap.org](mailto:jobs[at]lashicap.org) with the subject line “Accounting Assistant.” In your cover letter please address the following:

LAS serves a very diverse population. Our clients include seniors, people with disabilities, low-income members of our community, LGBTQ individuals, and people of color. **How have your experiences, professional or otherwise, prepared you to contribute to our commitment to cultural humility and equity?**

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.*