API Legal Outreach is the largest social justice legal organization focused on the Asian/Pacific Islander, Latinx, and immigrant communities of the Greater Bay Area and the Central Valley. A growing community-based organization founded in 1975, our mission is to provide culturally competent and linguistically appropriate direct services to the most marginalized segments of our community including low-income women, seniors, immigrants, and youth. With offices in Oakland and San Francisco, our work is focused in the areas of Gender based Violence, Immigration and Immigrant Rights, Disability Rights, Senior Law and Elder Abuse, Anti-Human Trafficking, Youth Violence Prevention, Anti API Hate Violence, the preservation of affordable housing and small businesses, and other social justice issues.

Duties and Responsibilities:

- Assist in managing finances of APILO, including tasks such as reconciling general ledger accounts to reports
- Preparing budgets, invoices, and financial reports
- Assisting with annual audit preparation
- Coordinate fiscal administration of grants and contracts, including grant reporting and communications with grant monitors
- Assisting Finance Coordinator in fiscal oversight including maintaining financial databases involving bank accounts, inventory control, clients and donors
- Represent the organization at meetings with funders and government entities
- Assist with other office tasks as necessary

Qualifications:

- Accounting degree, bookkeeping experience, and/or relevant work experience.
- Demonstrated commitment to social justice and to serve disadvantaged persons in the Asian/Pacific Islander community.
- Excellent written and oral communication skills.
- Excellent working knowledge of personal computer; word processing, database, Excel, and QuickBooks Pro and/or other nonprofit accounting programs.
- Self motivated team player, with strong work ethic.
- Ability to work well in a team-oriented, multi-cultural environment.
- Bilingual and bicultural skills in Asian/Pacific language or Spanish a plus.
**Job Status:** Full time, hourly, non-exempt includes health insurance, paid vacation, holiday, sick leave

**Schedule:** Monday - Friday, occasional weekends and evenings

**Compensation:** Commensurate with experience, range $48,000-$66,500

If interested, send a cover letter and resume with three professional references to: Personnel Committee, jobs@apilegaloutreach.org. Applications will be reviewed on a rolling basis. Position is open until filled. An Equal Opportunity Employer Committed to Affirmative Action.