

Voces Latinas
Job Description



POSITION: Fiscal Assistant (35 hours/wk)

SALARY: 40K-45K

REPORTS TO: Director of Finance

Mission: Voces Latinas (VL) aims to reduce the rate of HIV transmission among immigrant Latinos by empowering, educating, and providing leadership and advocacy training to enable them to make healthier decisions for themselves and their families. Through collaborative relationships, we connect immigrant Latinos with culturally and linguistically sensitive resources and services to address their immediate needs, which allows them to identify with their risk for HIV/AIDS.

Voces Latinas reaches close to 3,000 immigrant Latinas each year through its outreach and programs which include: HIV and STI counseling and testing; linkage to care; Spanish HIV educational workshop series; Saturday arts and crafts support group session for isolated immigrant Latinas; supportive case management and individual counseling for Latinos who are at risk of or living with HIV including access to pre-and-post exposure prophylaxis (PrEP/PEP); connection to culturally and linguistically appropriate services; providing *Promotoras* (peer advocates) trainings yearly to become peer leaders; hold public forums and events; provide intimate partner violence prevention and intervention to immigrant Latinas; community mobilization project which involves partnering with local businesses. VL also provides support to young men who have sex with men (YMSM) through an evidence based intervention called Holatinos as well as HIV prevention that includes testing and connection to PrEP/PEP.

Voces Latinas seeks a highly skilled Fiscal Assistant to provide assistance to the Executive Director and Director of Finance with grant management, expenses, fiscal reporting, and reconciliations. The ideal candidate must have a passion for working with non-profit organizations, serving marginalized communities, having an understanding of public health issues and in-depth knowledge of government contracts.

Essential Duties/Responsibilities:

- Create and read budgets
- Forecast Budgeting needs
- Performs monthly billing of Programs
- Track program expenses
- Assist Director of Finance with program fiscal reports
- Assist Executive Director with annual organizational budgets, program budgeting, budget reports to funders
- Pays monthly bills and reconciles
- Enters all expense entries into fiscal software
- Reconciles bank accounts and provides reports to Executive Director each month
- Issues checks for monthly expenses and employee reimbursements in an accurate and timely manner;
- Ensures that all expenditures are appropriately categorized
- Works closely with the Executive Director to ensure billing accuracy
- Proactively maintains highly organized filing system; files invoices, payroll paperwork, reimbursements, insurance information and other financial records
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues

- Assists in the development and implementation of systems and procedures as needed
- Assists with special projects or does research as assigned
- Performs other duties as assigned by administrative director and directors

QUALIFICATIONS:

- Bachelor's Degree in Accounting/Finance or equivalent;
- Minimum of 3 to 5 years related experience or equivalent (combination of education and experience)
- Familiarity with Non-profit organizations, audits and accrual accounting REQUIRED & A MUST
- Advanced proficiency in QuickBooks REQUIRED & A MUST
- Knowledgeable of Fund EZ software preferred
- Organizational development or related discipline
- Additional proficiency in Windows and with Microsoft Office 2007, Excel, Google Docs and Internet Explorer/Firefox.

Voces Latinas offers a competitive compensation and fringe benefits package including health insurance, short term disability, family medical leave, and generous vacation/sick/holiday leave.

Voces Latinas is an equal opportunity employer and complies with all federal, state, and local laws which prohibits discrimination in employment. People of color, Afro-Latinx, trans people, women, intersex, people who have lived in poverty, people with disabilities, immigrants, and lesbian, gay, bisexual, and queer people are strongly encouraged to apply.

Please send cover letter and resume to:

Lisette Marrero, MSW – Human Resources at lmarrero@voceslatinas.org