

Title: Office Manager

Time Commitment: 40 hours a week

Organization

Street Level Health Project is an Oakland-based non-profit organization dedicated to improving the health and well-being of underserved, urban, immigrant communities in the Bay Area. Street Level is "a safety net of the safety net" and serves as a point of entry to accessing health and other services for those most often overlooked and neglected, namely the uninsured, underinsured, and recently arrived.

Administration

Street Level is seeking an administrator that will contribute to the organization's mission and values. This position will work collaboratively with our organizations programs : Wellness & Prevention, Immigrant Rights and Empowerment and Health Access to provide administrative support. Street Level Health Project is following COVID-19 reopening guidelines in accordance with the State of California. Work from home days may be subject to change as restrictions are lifted.

Accounting 40%

- Full responsibility for all bookkeeping functions including AP, AR, bank deposits, monthly bank, credit card and petty cash reconciliations.
- Works closely with Executive Director and Associate Director to contribute to the preparation and adherence of the organization's annual budget
- Prepares expense reports and budgets for grant applications; produces quarterly and monthly invoices for grants and contracts
- Keeps records and documentation in accordance with annual audit requirements.

Human Resources 30%

- Manage timesheets and processes biweekly payroll with ADP payroll service, as well as record payroll records in the accounting system.
- Administers and reconciles employee paid time off benefits
- Prepares State Fund workers compensation payroll reports
- Prepare and file annual 1099 forms
- Processes employee medical benefits for enrollment and termination
- Ensure compliance of state and federal laws and company policy
- Support employment policies and procedures as noted in the agency Bylaws and employee handbook
- Work with program managers with creation and posting of available employment opportunities.
- Perform on-boarding activities for new employee's and maintain employee files
- Coordinate annual employee evaluations and new employee check in's

Administration 30%

- Prepares local government forms such as annual property tax welfare exemption, use tax and business registration renewal
- Ensure all licenses, certificates, and memberships for the agency remain active and current.
- Order office and program supplies in accordance with the organizations purchase procedures.
- Assist Executive Director in scheduling quarterly board meetings and keep record of board minutes and documentation as necessary.
- Assist Executive Director and Associate Director in calendaring meetings both within google calendar and zoom.

Required Qualifications

- Bilingual in English and Spanish, strong written and verbal skills.
- At least two years of varied nonprofit bookkeeping or accounting experience
- Proficient in QuickBooks Desktop Premier
- Advanced Excel and Google suite skills
- Experience in accounting and human resources
- Good organizational skills, acute attention to detail, and planning skills, and effectively work in a non-structured environment that allows for agility to adapt to changes in priorities.
- Comfort interacting with staff, clients, business leaders, community partners, and funders
- Ability to work independently, manage multiple projects simultaneously and meet recurring deadlines.
- Capacity to communicate with agency leadership in a clear and timely manner.

Preferred Qualifications

- Experience with payroll processing with ADP
- Knowledge of and experience with best practices accounting processes for non-profit organizations

Salary and Benefits: The base compensation rate for this position is \$25.00/hour and includes a full benefit package (medical, dental, vision, accrual of vacation and sick leave). Upon hire there is a 90 day probationary period with an initial review after 30 days. Additionally, after completing the first year of hire, the employee is eligible for 10 days paid leave during our annual holiday closure.

Street Level Health Project (SLHP) is an equal opportunity and affirmative action employer, and does not discriminate on the basis of race, color, religion, sex, sexual

orientation, ancestry, national origin, marital status, age, disability, gender, identity, HIV status and any other characteristic protected by local, state, or federal law, in any of its relationships with employees or employment applicants.

How to Apply: Please submit a cover letter detailing related experience and resume as attachments to jobs@streetlevelhealthproject.org. Note job title in the email subject. Applications without cover letters will not be considered. This position will remain open until filled.