



CASA CORNELIA
LAW CENTER

Job Announcement
Finance and Administration Director

The Firm:

Casa Cornelia Law Center is a public interest law firm providing quality *pro bono* legal services to victims of human and civil rights violations. Our primary commitment is to the indigent within the immigrant community in Southern California. Founded in 1993, we have helped indigent persons fleeing persecution in their homelands, abused women, abandoned children and victims of human trafficking through the selfless humanitarian efforts of our staff and volunteers. The firm is governed by a Board of Directors and managed by a team of professionals led by the Executive Director.

The Position:

Casa Cornelia is seeking a full-time Finance and Administration Director. The Finance and Administration Director will play an important role in managing the Law Center's ongoing fiscal and admin operations, and will work strategically with the Executive Officer and Leadership Team to fulfill our vision of ensuring justice with compassion to those in need. This is a hands-on position in which the successful candidate will both execute his/her own operations responsibilities and collaborate with other members of the leadership team on organization-wide activities. The Finance and Administration Director is responsible for overseeing the budgetary and administrative structure of the organization. This includes being a member of the leadership team, overseeing fiscal and administrative operations, working along with accountants to create organizational and program budgets, HR administration, accounts payable, and other tasks as needed. Reporting to the Executive Director and serving as a key member of the Leadership Team, this leadership position will help to create and execute the organization's financial, strategic planning and policy functions. Working collaboratively within all areas; the Finance and Administration Director will interface with all stakeholders including staff, accountants, volunteers, vendors and our Board of Directors.

Key Responsibilities:

- Work in tandem with the Executive Director to oversee financial management, planning, systems and controls of the organization within budget.
- Manage, and if needed, improve the operational/administrative systems, processes, and policies in support of the organization's mission.
- Increase the efficiency of Support Services (HR, IT, Finance), through communication and coordination of vendor, support and business functions.
- Provide leadership and innovation to our long-term strategic plan geared toward operational excellence and growth of our mission.



CASA CORNELIA
LAW CENTER

- Assist individual program budgets, work with accountants, approval of checks and agency disbursements, contract management and other tasks as needed.
- Prepare and attend position related Board Committee meetings and any other duties as required by Executive Director.

Qualifications:

- Bachelor's Degree in business administration or non-profit management, and/or 10-year experience in an equivalent role. Advanced degree a plus but not required.
- Experience in Financial Management, Strategic Planning, Budget Development, Contract Management, HR Management, Best Practices, Office Management and Business Oversight.
- Knowledge of tax and other compliance implications with non-profit organizations.
- Demonstrated ability to lead and organize groups towards common time-bound goals and discuss problems and solutions across the organization.
- Independent and strategically minded and willing to work in a fast-paced community environment.
- Excellent team management skills, people manager, open to direction and commitment to getting the job done.

Knowledge, Skills, and Abilities:

- Excellent computer skills and proficient in Excel and Word.
- Excellent communication skills both verbal and written.
- Excellent interpersonal skills and a collaborative management and work style.
- Knowledge of and understanding of financial reports.
- Working knowledge of Quick Books
- Commitment to high professional ethical standards and a diverse workplace.
- Open-minded to all points of view and resolve issues of importance.
- Persuasive with details and facts.
- Delegate responsibilities effectively.
- Must be compassionate, detailed oriented, organized, responsible, dependable, flexible, and a multi-tasker able to work collaboratively in a dynamic environment.



CASA CORNELIA
LAW CENTER

Accountability: The employee reports to the Executive Director and meets with the Executive Director for regularly scheduled meetings and/or as needed.

ENVIRONMENT: Office setting. Fast-paced; need to effectively manage multiple projects simultaneously. Work is performed in a professional office setting with a moderate noise level; employee will regularly work at a computer station and operate electronic equipment with occasional driving for off-site responsibilities; employee will regularly communicate by email, telephone, and in-person with staff and other professionals; employee will occasionally lift, carry, and position objects weighing up to 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be constructed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

APPLICATION DEADLINE: Until Filled

START TIME: Immediately

TO APPLY: Please send your (1) cover letter of interest; (2) resume; and, (3) three professional references to Applications@casacornelia.org.

COMPENSATION: The Finance and Administration Director is a full-time position. Salary is commensurate with education, qualifications, experience, and the organization's fiscal resources. This position is eligible to receive paid benefits including medical, dental, vision, life, long-term disability insurance, and retirement plan. Additionally, the selected candidate will qualify for paid time off, paid sick leave, twelve paid holidays, professional training and a rewarding and professional work environment.

Casa Cornelia believes that everyone has the ability to make an impact, and we are proud to be an equal opportunity employer committed to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.

To learn more about Casa Cornelia, please visit www.casacornelia.org