

Administrative Support Professional

Kentucky Equal Justice Center seeks an experienced professional to aid us part-time with a range of essential “back office” financial, administrative and compliance tasks. The job includes an opportunity to develop, implement, and refine systems and protocols that support staff time for advocacy.

Duties

The ideal candidate will be able with a high degree of independence to manage:

Bookkeeping, payroll, and reporting tasks

- Manage bill payment and prepare documentation for timely review, payment, and filing
- Create invoices for grantors and other funders, including preparation of bills based on staff time
- Prepare deposits
- Gather, organize, and file staff timesheets; keep track of leave hours
- Prepare both full-time and part-time payroll for review and submission
- Ensure accurate and timely payment of payroll liabilities
- Track main office inventory and order office supplies when necessary
- Update our inventory of depreciable equipment
- Assist with payroll compliance, including preparation of 1099s and W-2s
- Help compile materials for our annual audit
- Implement, monitor and improve internal controls
- Help produce budgets, budget reports and outcomes data for grant reports
- Maintain files for insurance policies and contracts
- Assist with procurement of new equipment and office systems

Office Administration and Systems

- Help document, implement, and improve financial and administrative procedures, including implementation of “paperless office” approaches
- Communicate with staff about administrative processes
- Assist the director with scheduling of board and staff meetings
- Help our Resource Organizer maintain and update donor and contact lists
- Assist with special projects
- When in the office, help answer the phone, relay messages, and transfer calls as needed

Qualifications, Skills and Competencies

The ideal candidate will bring to the job:

- A degree in accounting, business, public administration or similar field
- At least one year’s experience in nonprofit administration or bookkeeping
- Experience with grants management, allocation, and reporting
- Experience and facility with Microsoft Office, QuickBooks desktop and G-Suite
- Experience with timekeeping software
- Interest in and ability to develop administrative systems and protocols
- A collaborative spirit, focused on freeing up advocates’ time for advocacy

- Support for our mission, including racial justice, diversity, equity, and inclusion

Location

KEJC's main office is in downtown Lexington. Work from home is permitted but some tasks will require presence at the office several hours once a week. Flexible hours.

Supervision

The Administrative Support Professional will meet with the director at least once a week to plan and review tasks and projects and coordinate implementation as needed.

Part-Time Salary and Benefits

Hourly salary \$18.75 to \$33.70 an hour DOE, 8 to 12 hours a week. Annual leave and sick leave accumulate hourly. Other fringe benefits not included. Note that we will also consider proposals from firms and professionals who qualify as independent contractors.

Starting Date

August 1, 2022, or as soon as possible.

Application Deadline

July 29, 2022. Open until filled. We will interview promising candidates on a rolling basis.

How to Apply

Send a cover letter, resume, and list of three references by email to:

Richard J. Seckel, Director
Kentucky Equal Justice Center
richseckel@kyequaljustice.org

References should include email address and phone number.

For more information

Contact Richard Seckel, Director, Kentucky Equal Justice Center, 201 West Short Street, Suite 310, Lexington, KY, 40507. Email: richseckel@kyequaljustice.org. Phone: 859-233-3057.

Diversity Statement

KEJC encourages your application. Employees shall be selected entirely on a nondiscriminatory basis with respect to age, ancestry, disability, ethnicity, familial status, gender, gender identity, limited English proficiency, national origin, political affiliation, race, religion, sexual orientation, veteran status and all other categories provided nondiscriminatory treatment by law.

About Us

Kentucky Equal Justice Center was formed in 1976 to work with all of Kentucky's civil legal services programs on statewide issues and projects. Today we are a flexible and responsive public interest advocacy organization with a wide variety of community partners. We convene periodic statewide task

forces in four areas of poverty law—Consumer and Housing, Family, Public Benefits and Workers’ Rights—and provide immigration law services through Maxwell Street Legal Clinic in Lexington. Our work includes policy advocacy in all these areas.

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