



JOB DESCRIPTION

Finance/Administrative Assistant

Organization: J-Sei, Inc.

Location: 1285 66th Street, Emeryville

EMPLOYMENT OVERVIEW

- **Status:** Part-time position at 75% Level of Effort (LOE)
- **Salary:** \$25-30/hour
- **Benefits:** Partial health benefits, paid sick leave, holiday pay, vacation time
- **Schedule:** Monday–Friday, 9:00 am – 4:00 pm

INTRODUCTION

The Finance and Administrative Assistant is integral to the daily operations of J-Sei. This position provides bookkeeping, administrative, and front-desk support to ensure the efficient operation of the organization. This position is responsible for handling financial functions, maintaining financial records, assisting with administrative activities and events, coordinating communications and mailings, and serving as the first point of contact for visitors and guests. The ideal candidate is customer-service focused, highly organized, and able to manage multiple priorities while maintaining confidentiality and professionalism.

RESPONSIBILITIES

The Finance and Administrative Assistant will be responsible for administratively, creatively, and technologically supporting all aspects of J-Sei’s operations, including bookkeeping, administration, front-desk support, and other duties as assigned by the supervisor.

I. Bookkeeping

1. Perform bookkeeping functions, including accounts payable, accounts receivable, and general ledger support.
2. Assist with payroll: gather bi-weekly timesheets from all personnel to meet payroll deadlines; input time and time-off data accurately into payroll software.

3. Process invoices, reimbursements, deposits, and payments in accordance with organizational policies and procedures.
4. Maintain accurate financial records and supporting documentation.
5. Reconcile bank statements, credit card transactions, and financial accounts.
6. Assist with budget tracking, financial reporting, and preparation of financial summaries.
7. Monitor expenditures and identify discrepancies for resolution.
8. Support annual audits and financial reviews by preparing requested documentation.
9. Ensure compliance with applicable accounting standards, organizational policies, and funding requirements.
10. Track donations and expenses from events/programs and other payments received.
11. Maintain confidentiality of financial information and records.

II. Administrative Assistance

1. Provide general administrative support to staff and leadership.
2. Coordinate and prepare organizational mailings, correspondence, and communications.
3. Assist with planning, organizing, and executing meetings, training, and special events.
4. Maintain calendars, schedules, and meeting logistics as assigned.
5. Prepare documents, reports, presentations, and meeting materials.
6. Manage office supplies and coordinate purchasing activities.
7. Maintain organized electronic and physical filing systems.
8. Support data entry, recordkeeping, and administrative tracking systems as needed.
9. Assist with special projects and other administrative duties as assigned.

III. Reception/Front Desk Support

1. Serve as the primary point of contact for clients, visitors, and callers.
2. Greet and direct visitors in a professional and welcoming manner.
3. Provide information regarding organizational programs, services, and events.
4. Manage visitor registration, sign-in procedures, and related records.
5. Answer, screen, and route incoming phone calls and inquiries.
6. Monitor reception and common areas to ensure a positive and professional environment.
7. Receive, sort, and distribute incoming mail and deliveries.
8. Coordinate guest support and assist with meeting and event check-in activities.

SKILLS & QUALIFICATIONS

- **Experience:**
 - Four-year degree in accounting, business, finance, communications, marketing, or a related field.
 - Minimum of two years of experience in bookkeeping/financial assistance, administrative support, customer service, or a related role.
- **Technical Skills:**
 - Proficiency in Microsoft Office Suite, including Excel, Word, Outlook, and PowerPoint.
 - Proficiency in QuickBooks and design layout software preferred.
- **Professional qualities:**
 - Strong interpersonal and customer service skills.
 - Strong organizational skills and attention to detail.
 - Excellent verbal and written (writing, editing, proofreading) communication skills.
 - Ability to manage multiple tasks, prioritize workload, and meet deadlines.
 - Ability to maintain confidentiality and handle sensitive information with discretion.

ESSENTIAL REQUIREMENTS

- **Logistics:**
 - Primarily office-based environment.
- **Physical Demands:**
 - Requires regular use of computers, office equipment, and communication systems.
 - Occasional lifting of office supplies, mailings, or event materials.
 - May require occasional schedule flexibility to support meetings or organizational events.

HOW TO APPLY:

Please email your cover letter and resume to Ky Lam at ky@j-sei.org. Applications will be accepted until the position is filled.