

Job Opening at Transgender Law Center

Position: Temporary Operations Associate (3 months)
Location: Oakland
Reports to: Director of Finance and Operations
Status: 75-100% Time
Deadline: To start ASAP. Applications reviewed on a rolling basis, please apply as soon as possible

LOCATION: Oakland

The Temporary Operations Associate will fill in for operations staff on three-month sabbatical. The position will be responsible for day-to-day assistance in the management of Transgender Law Center's internal operations, including bookkeeping, human resources, and administrative functions.

RESPONSIBILITIES:**Bookkeeping (50%)**

- Account Receivables: process, code, and record incoming revenue
- Account Payables: process, code and record invoices, expenses, and other liabilities, issue and mail payments
- Answer inquiries from employees and outside vendors regarding accounts payable and related matters
- Provide banking, payment and transfer information to funders and vendors

Human Resources (20%)

- Finalize new employee onboarding, including enrolling employees into timekeeping and payroll system, employee benefits and assisting in setting up appropriate IT infrastructure for employee
- Manage and process employees timesheets for payroll
- Maintain personnel files
- Answer employees questions and assist employees in accessing their benefits including workers comp

Operations and IT (30%)

- Order and organize office supplies
- Maintain office IT systems (phones, printers, copiers and fax)
- Answer and troubleshoot basic IT issues for employees
- Support in meeting subtenants needs
- Collect and distribute mail daily and send out mail as needed
- Support event logistics for meetings and retreats
- Assist DFO with documentation projects and form creation
- Other duties as assigned

QUALIFICATIONS & REQUIREMENTS

- Familiar with basics of QuickBooks Pro.
- Experience working in teams with people from diverse backgrounds.
- A high level of independence, initiative, and good judgment.
- A demonstrated awareness of and commitment to a broad range of social, racial, and economic justice issues and an understanding of the multiple communities TLC represents.
- Enthusiasm for the work of TLC with TGNC immigrant communities.
- Preferred: Experience with racial justice, immigrants' rights and/or trans justice work.

Salary and Benefits

Salary range and title are competitive and commensurate to the candidate's experience and skills. Benefits include comprehensive health (medical, dental, vision and FSA), matched retirement savings, three weeks' vacation, sick and family leave, and sabbatical program.

To Apply

Apply online at: <https://transgenderlawcenter.recruiterbox.com/jobs/fk0m1as>

Applications are reviewed on a rolling basis until the position is filled. Please submit your application as promptly as possible. We cannot respond to telephone or email inquiries.

Transgender Law Center is proud to be an affirmative action employer. People of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, or intersex are particularly urged to apply.

For more information about Transgender Law Center please visit: www.transgenderlawcenter.org.