

**JOB ANNOUNCEMENT**

## Administrative Assistant/Accounting Clerk

**Location:** Little Tokyo Service Center office

**Salary:** \$19-20/hr, DOE

**Hours:** Full Time, Non-exempt

**Background:**

For over 40 years, Little Tokyo Service Center (LTSC) has provided a safety net of social welfare and community development services to empower people and communities in need. LTSC provides culturally and linguistically appropriate services to the Japanese American community in the Southland, builds multi-family affordable housing projects to uplift low-income neighborhoods of color throughout Los Angeles, and promotes equitable development and cultural preservation in the Little Tokyo neighborhood.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, sexual orientation, age, national origin or disability.

**Summary of Duties:**

We're looking for a talented Administrative Assistant/Accounting Clerk to join our Finance Department. This position requires a well-organized individual who possesses excellent attention to detail. The Administrative Assistant/Accounting Clerk will provide support to the Finance Department and contribute to the department's goals by accomplishing related duties as required.

**Responsibilities Include:**

- Assist with check processing: distribute/mail checks to appropriate parties, make copies/scans of documentation as needed, file backups in respective A/P files
- Maintain electronic and hard copy filing systems, and retrieve files for auditors or staff
- Assist with audit-specific duties: create/scan correspondence, follow-up with auditors/service providers/reporting agencies
- Collect bank statements each month and distribute for reconciliation; log and file when returned
- Process bank deposits; log and create deposit forms for income checks
- Liaise with bank representatives to facilitate the opening and closing of corporate accounts, update signature cards, and other banking services as needed
- Maintain various tracking sheets within the department
- Purchase checks, envelopes, and other supplies for the department
- FedEx & Post Office runs as needed
- Assist with corporate credit card expense management
- Reconcile bank statements

- Review and process property management accounts payable invoice requests
- Scan and deposit tenant rent checks
- Create monthly financial reports for property management leadership
- Other duties as may be assigned by your supervisor

**Qualifications, Experience, and Skills:**

- Communicate effectively, both verbally and in writing
- Organized, detail-oriented, and meticulous
- Interact well with individuals from various backgrounds
- Take initiative and ability to work well independently or as a group
- Problem-solve and manage multiple projects
- Proficient with Microsoft Office/Google Suite

Equivalent education or experience can be substituted for all minimum qualifications, except when legal requirements, such as a license/certification/registration, are required.

LTSC requires all employees to submit proof of COVID-19 vaccination or weekly negative COVID-19 tests to the HR Manager.

**How to Apply:** Please send a cover letter and resume to Geoffrey Tsudama at [gtsudama@ltsc.org](mailto:gtsudama@ltsc.org). Please include your pronouns in your application.