

JOB ANNOUNCEMENT

Fiscal Assistant

Location: Little Tokyo Service Center Office

Compensation: \$20.00 - \$22.00 per hour

Hours: Part Time, non-exempt 15 hours per week

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 Fiscal Assistant to join our Finance Department. This position requires a well-organized individual possessing excellent attention to detail. The Fiscal Assistant will provide support to the Finance Department by working on bank reconciliations and other fiscal related duties as needed.

Responsibilities Include:

- Collect and organize monthly bank statements in our digital filing system
- Enter and verify data to ensure all required entries are accounted for
- Monitor and maintain bank reconciliation tracking spreadsheet
- Reconcile bank statements
- Maintain an accurate digital filing system
- Follow up with approvers to ensure timely signatures
- Other fiscal duties as assigned by your supervisor

Qualifications, Experience, and Skills:

- Highly organized, detail-oriented, and meticulous
- Strong written and verbal communication
- Takes initiative and ability to work well independently or as a group
- Strong computer skills

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

How to Apply: Please send a cover letter and resume to Josephine Torrez (she/her) at jtorrez@ltsc.org. Please include your pronouns in your application.