Fiscal and HR Specialist
Center on Juvenile and Criminal Justice

The Center on Juvenile and Criminal Justice (CJCJ) is a nonprofit community-based organization whose mission is to reduce society’s reliance on the use of incarceration as a solution to social problems. We do this through the provision of direct services, public education, and technical assistance. We support youth, adults, and families through our direct service programs. For more information, visit our website at [www.cjcj.org](http://www.cjcj.org)

CJCJ is seeking a dedicated and energetic Fiscal and HR Specialist to support in all facets of our agency’s finances, human resources, and administration to ensure smooth organizational operations. The position is ideal for applicants with excellent attention to detail and who are eager and willing to learn.

Duties and responsibilities include:
- Develop monthly invoices (accounts receivable), manage fiscal accounts, and perform bookkeeping
- Process bills and reimbursements weekly (accounts payables) and support weekly payments
- Support processing payroll by reconciling timesheets, vacation accruals, and sick accruals
- Conduct and process in-person company bank deposits
- Assist with annual agency audits and other applicable auditing processes
- Perform various human resources tasks to include maintaining personnel records, compliance with agency personnel policies, conducting background checks, processing garnishments, and employment verifications
- Enhance and maintain the agency’s information technology
- Support with various administrative and operational agency tasks

Qualifications for this position include:
- 2 years or more of finance related work experience to include accounts receivable and accounts payable
- Proficiency in use of spreadsheets, QuickBooks online, and word processing
- Ability to work under pressure with great attention to detail, precision, and accuracy
- Extremely computer literate and IT savvy
- Strong organizational skills and knows how to keep yourself and others organized
- Excellent ability to multitask, manage varying responsibilities, prioritize work, and meet deadlines
- Maintains high caliber level of confidentiality
- Able to work independently and with others
- Dependable, responsible, and professional work ethic with a good sense of humor
- Commitment to the agency’s mission

Work environment:
CJCJ is an inclusive organization that fosters learning, collaboration, and respect. We are committed to our mission and to creating safe and innovative supports for our community. We
actively recruit to maintain diversity in our workplace, believing that a range of backgrounds, perspectives and experiences contributes to the integrity of our mission. We offer a casual work environment and a great team of committed professionals. This is an hourly non-exempt position with great opportunities for free on-the-job training along with comprehensive benefits. The position is listed for 35 - 40 hours/week but can be negotiated to fewer if desired. This position will entail a hybrid work environment, to include approximately 1 day/week in the office and the majority of the remainder of the workweek to be remote. While allowing for some flexibility, the primary work hours will be between 8:30am and 5:30pm. This position reports directly to the Deputy Director.

**Compensation and Benefits:**
This is an hourly position and the pay range is $20 - $25 per hour. CJCJ believes in investing in our staff and offers comprehensive benefits, to include:

- Full medical insurance with Kaiser; CJCJ pays 100% of the premium - zero employee contribution
- Full dental insurance; CJCJ pays 100% of the premium - zero employee contribution
- $50,000 life insurance plan; CJCJ pays 100% of the premium - zero employee contribution
- Employer matched retirement benefits: CJCJ matches your contribution up to 1% per paycheck
- 12 paid holidays per year
- 10 sick days per year
- 10 vacation days per year; vacation time increases based off of staff seniority
- Extraordinary opportunities for paid training, professional development, and supervision

**To Apply:** Send your resume and cover letter with "Fiscal and HR Specialist" in the subject line to cjcjoffice@gmail.com. The application period will close on 11/3/2022.

**WOMEN, PERSONS OF COLOR, DIFFERENTLY ABLED PERSONS, AND INDIVIDUALS WITH PAST INVOLVEMENT IN THE JUSTICE SYSTEM ARE ENCOURAGED TO APPLY.**