



*Breaking Barriers to Justice*

## **Accounting/Administrative Assistant**

Land of Lincoln Legal Aid seeks an Accounting/Administrative Assistant for its Administrative Office located in East Saint Louis, Illinois. Land of Lincoln Legal Aid provides free civil legal services to low-income individuals in 65 counties in Illinois. We are committed to providing justice for those whose voices might otherwise not be heard; to empower individuals to advocate for themselves; and to make positive changes in the communities we serve.

Land of Lincoln's administrative staff provide support to regional offices and run centralized administrative functions including finance, human resources, grants, and more. The Accounting/Administrative Assistant will be responsible for providing support to the accounting, human resources, and other departments in the Administrative Office.

### **Responsibilities include:**

- Maintain fiscal and administrative files
- Assist with accounting duties
- Assist with human resources duties
- General duties will include data management
- Answer phones, direct calls, and perform receptionist responsibilities as backup
- Other duties as assigned

### **Qualifications:**

- Administrative experience strongly preferred
- 2 years formal college-level accounting coursework or equivalent
- 2 years human resources or supervisory experience or equivalent
- Good working knowledge of Microsoft Office programs and comfortable with technology
- Ability to communicate effectively in a pleasant and professional manner
- Excellent verbal, analytical, writing, and organization skills
- Strong attention to detail
- Highly motivated, with desire to work in fast-paced environment
- Commitment to social and racial justice
- Demonstrated ability to build relationships and work with people of diverse social, economic, and racial/ethnic backgrounds

### **Compensation:**

**\$48,900+ per year, depending on experience**

**Please send a cover letter and resume to Calvin Hwang, Deputy Director, at [chwang@lincolnlegal.org](mailto:chwang@lincolnlegal.org).**

**Land of Lincoln is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, LBGTQIA+, and gender non-conforming applicants.**