Administrative Assistant – fiscal

August, 2021

The disAbility Law Center of Virginia currently has a full time Administrative Assistant position available. The primary function of position is support for the fiscal operations of dLCV, including managing invoices and accounts payable, and creating and analyzing monthly journals and expenditure reports. The position will maintain agency inventory, and assist with general administrative tasks, including reception, preparing correspondences, providing transportation accommodation for staff, and assisting with other agency projects as needed. The position will provide support to Director of Fiscal and Operations.

The ideal candidate for this position will have:

- Excellent interpersonal and communication skills
- Experience with Abila or similar accounting systems
- Proficient computer skills including Microsoft Office products.
- Comfort and experience working with people with disabilities
- Demonstrated commitment to social justice
- Familiarity with generally accepted accounting practices and general office practices
- Familiarity with federal grants and reporting tools
- Willingness to travel - overnight travel may be required

Graduation from an accredited college or university in a related field is desired. Fluency in Spanish or sign language is a bonus.

The disAbility Law Center of Virginia is the state’s designated protection and advocacy system. Our mission is to protect and advance legal, human, and civil rights of persons with disabilities; combat and prevent abuse, neglect, and discrimination; and promote independence, choice, and self-determination by persons with disabilities.

The dLCV is a private nonprofit 501 (c)(3) corporation, and is an equal opportunity employer. Minorities
and persons with disabilities are encouraged to apply. For more information about us, visit our website at www.dlcv.org

Please submit a resume and cover letter describing your qualifications and salary expectations, by August 30, 2021, to:

dLCV
Attn: Human Resources
1512 Willow Lawn Dr. Ste 100
Richmond, VA 23230
or email to jobs@dlcv.org