



Associate Director of Finance & Operations Job Description

Title: Associate Director of Finance & Operations (ADFO)

Start Date: Flexible

Hours: Full-time; Monday-Thursday 8am-6pm

Supervisors: Director Brad Brake & Attorney Erin Schutte Wadzinski

Location: 222 10th Street, Worthington, MN 56187

Annual Salary: \$60,000--\$65,000

The Associate Director of Finance & Operations at Kivu Immigration Law PLLC will be responsible for finances, human resources, information technology, and office operations.

Responsibilities include:

Finance

- Oversee Kivu Law finances. ADFO will be responsible for the following tasks:
 - Oversee the process for collecting of legal fees
 - Count cash payments and deposit at bank on a weekly basis
 - Utilize QuickBooks to record and categorize revenue and expenses
 - Provide monthly finance report to supervisors
 - Make recommendations for improved operations based on analysis of Kivu finances

Human Resources

- Oversee Kivu Law human resources. ADFO will be responsible for the following tasks:
 - Onboarding new employees
 - Track employees' time sheets and PTO
 - Run payroll
 - Facilitate process for performance reviews
 - Keep Employee Handbook updated
 - Serve as resource for employees' HR questions and concerns

Information Technology

- Oversee Kivu Law software and systems. ADFO will be responsible for the following tasks:
 - Evaluating the use of Camp Legal to maximize process efficiencies
 - Manage Ooma office, the Kivu phone system
 - Manage the connectivity between QuickBooks, Camp Legal, LawPay, and bank accounts
 - Manage Microsoft Office suite, Adobe Acrobat, Box, and other subscription programs

Office Operations

- Oversee Kivu Law office operations. ADFO will be responsible for the following tasks:
 - Provide recommendations to supervisors for improved internal processes

- Provide recommendations to supervisors for improved client-facing interactions
- Oversee the ordering of office supplies
- Work with legal staff to develop case-type handbooks for improved staff training
- Provide assistance with outgoing mail as needed
- Manage EAD spreadsheet and draft I-765s for asylum seekers and Special Immigrant Juveniles as needed

Job Qualifications and Requirements

- Mindset:
 - A genuine willingness to embrace individuals from all regions of the world, regardless of race, religion, national origin, social class, political view, sexual orientation, or any other categorization
 - A friendly demeanor and an open-minded attitude to learn new things
 - A willingness to be a team player and work towards the common goals of Kivu Law
 - A willingness to abide by rules of confidentiality
- Skills:
 - Strong verbal and written communication skills
 - Professional demeanor towards clients and colleagues
 - Strong financial acumen
 - Sensitivity to human resource matters
 - Ability to use technology such as QuickBooks, LawPay, Camp Legal, Box, and Microsoft Office Suite
 - Dependability, reliability, and honesty
 - Strong leadership skills
- Requirements:
 - Minimum of bachelor's degree in business, finance, accounting, or related major
 - Minimum of two years of related experience