



**HMOOB CULTURAL & COMMUNITY AGENCY, INC**

1815 WARD AVENUE, LA CROSSE, WI 54601

OFFICE#: 608-781-5744 | FAX#: 608-781-5011

WEBSITE: [www.hmoobagency.org](http://www.hmoobagency.org)

M: 12PM-4PM & T-TH: 9AM-4PM

**Position: Office and Membership Assistant**

**Reports to: HCCA Board of Directors**

**Classification: Paraprofessional**

**Status: Nonexempt**

**Position Summary:**

The Office and Membership Assistant (OMA) will provide and manage all services to the HCCA and its membership. In addition, the OMA is responsible for:

1. Services within the agency include providing assistance to walk-in clients, helping with interpreting/translation, employment assistance, and green card/citizenship application.
2. Fiscal management and fiscal integrity of accounts receivable and payable. Is responsible for the monthly financial statements, accurately reflecting the organization's financial condition and ensuring that the organization operates within the approved budget via responsibility and fiscal management.
3. Any membership and memorial services such as quarterly meetings, collecting fees/dues, coordinating memorial services/soul releases, and other membership and memorial support.
4. Supporting all HCCA egg roll fundraisings, Hmong New Year Festival, and Hmong Education Project.
5. Overseeing HCCA programs, culture training coordination, and other presentations and events.
6. Other duties include, but are not limited to, timesheets, billing payments and invoices, supporting process payroll, organizing for tax returns, ensuring compliance with Federal and State governments, and any contract or quoting for all building fixation/repairs.

**Qualifications:**

- Have two or more years of non-profit experience.
- Must be able to speak, read, write and understand the Hmong language.
- Have budgetary and financial management skills, including budget preparation, analysis, and reporting.
- Have office management and administrative experience
- Experience with services coordination
- Must be resourceful, have people skills, and maintain a positive working environment.
- Proficiency with software such as Microsoft Office is a plus.

**Hours and pay:**

This position is part-time, about 8 to 10 hours per week. Work hours can be flexible, with the majority of hours to be performed Tuesday through Thursday between 9:00 a.m. and 4:00 p.m. Duties may require working some nights and weekends to accommodate organizational needs. Starting wage is \$13/per hour.

**Principal Duties and Responsibilities:**

1. Work with HCCA membership and fee/due collection.

2. Coordinate/oversee any memorial/soul releases.
3. Administer and manage all HCCA services and programs
4. Support HCCA events and fundraising
5. Documents financial transactions by entering account information
6. Summarizes current financial status by collecting information; preparing balance sheet
7. Reconciles financial discrepancies by collecting and analyzing account information
8. Secures financial information by completing database backups
9. Maintains financial security by following internal controls
10. Complies with federal, state, and local financial, legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions
11. Gather and prepare tax returns information, ensuring compliance with payment, reporting, and other tax requirements
12. Maintain and manages billings for accounts receivable
13. Create and maintain accounts receivable for interpretations and granters
14. File agency-related information, including but not limited to creating new personnel files, updating personnel files, and creating and organizing financial files.
15. Prepare and verify daily reports.
16. Prepare daily income and daily journal entries.
17. Prepare daily deposits
18. Reconcile bank account
19. Prepare monthly balance sheet schedules.
20. Assist with preparing reports for grant requirements, fiscal reports, meeting reports, and other memos.

**Other Responsibilities and Requirements:**

1. Has reliable transportation, a valid driver's license, and vehicle insurance
2. Maintains a clean, organized, and comfortable environment

**Physical Demands:**

1. Work with frequent interruptions
2. Frequent walking, standing, ascending steps, and descending steps
3. Lifting to approximately 10 pounds and occasionally lift 15 pounds or more
4. Bending, stooping, reaching, twisting, typing, and grasping
5. Vocal communication requires expressing or exchanging using the spoken word
6. Hearing is required to perceive information at normal articulated word levels
7. Visual acuity is needed for monitoring and determining the needs of residents, reading forms, and entering data
8. Moderate exposure to bacteria and infectious diseases
9. Occasional exposure to physical risk
10. Maintains emotional control under pressure and stress

**To apply:**

1. Please send resume and cover letter to HCCA Personnel Committee Chair Nao Ying Xiong at [naoyingxiong22@gmail.com](mailto:naoyingxiong22@gmail.com).
2. The deadline is April 22, 2022