

EQUAL

JUSTICE

CENTER

Business Manager – Non-Profit Law Firm, Austin, TX

Who We Are: The Equal Justice Center is a non-profit law firm and employment justice organization with offices in Austin, Dallas, San Antonio, and Houston. Our employees enjoy a collaborative environment, autonomy in their work, and a shared sense of mission empowering low-income families to achieve fair treatment in the workplace, in the justice system, and in our society – regardless of immigration status.

Our employment and immigration legal teams are known for helping our clients protect their basic employment rights, fight against discrimination in the workplace, receive DACA status, or become new U.S. citizens. We also advocate for systemic reform to lift wages and improve workplace rights and conditions for low-wage workers, and to uphold the rights of the immigrant community.

The Position: We're looking for a dynamic and motivated business manager who is excited about our mission and ready to hit the ground running. This position is located in Austin, TX and can be structured as full-time or part-time. The position, including hours and specific job duties, will be tailored to best fit the circumstances, needs and skills of the person who is right for the job. Pay will be competitive, commensurate with education and experience.

Required Knowledge, Skills, and Experience:

- Minimum three years' experience working directly on business operations, preferably in a legal and/or non-profit organization
- Demonstrated ability to leverage technology and create new systems to optimize efficiency
- Proven track-records as a highly motivated, self-directed and collaborative problem-solver

Essential Responsibilities:

- Manage employee payroll, timekeeping, and benefits
- Create, monitor, and manage budgets
- Oversee all income and expenses including income from client case recoveries, operating expenses, payment of litigation costs, employee reimbursements, and others
- Manage grant income and grant reporting from multiple funders
- Manage client trust accounts according to applicable State Bar rules
- Ensure compliance with generally accepted accounting principles (GAAP)
- Work closely and collaboratively with Executive Director and Board of Directors

Ready to help us fight for justice?

We want you on our team! To apply, please send an email with the subject line "EJC Business Manager Application" to BusinessPosition@equaljusticecenter.org and include your resume plus a cover letter explaining your interest in our firm and what makes you a strong candidate for this position.