



FAMILY SERVICE AGENCY OF THE CENTRAL COAST

Position: Accounting & HR Assistant

Job Type: Part-time

Location: In-person Santa Cruz office

Position Overview:

Family Service Agency of the Central Coast is seeking a reliable and detail-oriented Accounting & HR Assistant to support the Accounting Manager and Human Resources department. This is a part-time, entry to mid-level role focused primarily on administrative support, including filing, data entry, and routine financial tasks.

This position plays a key role in keeping financial and personnel records organized and up to date. The ideal candidate is highly organized, dependable, and comfortable handling repetitive tasks with accuracy.

Key Responsibilities:

- Assist with accounts payable tasks, including preparing and processing vendor payments
- Support invoice tracking and basic data entry into accounting systems
- Organize, file, and maintain financial documents and records
- Assist with credit card receipts and expense documentation
- Provide general administrative support to the Accounting Manager
- Maintain and organize employee files (primarily filing and document management)
- Assist HR with onboarding paperwork and recordkeeping
- Ensure confidentiality and proper handling of sensitive employee information
- Support general HR administrative tasks as needed

Requirements

- Strong organizational skills and attention to detail
- Ability to handle repetitive administrative tasks with consistency and accuracy
- Basic computer skills, including Microsoft Office (especially Excel and Word) and Google Suite
- Ability to maintain confidentiality and professionalism
- Strong time management and ability to follow through on assigned tasks

- Prior administrative, bookkeeping, or office support experience preferred but not required
- Willingness to learn accounting and HR processes

About us:

Family Service Agency of the Central Coast (FSA) is a well-established non-profit mental health and wellness agency whose collection of services includes outpatient counseling, 988 suicide crisis line, suicide prevention services, mobile crisis response, senior services program, support for women with cancer, and support program for victims of childhood sexual abuse.

Our team of dedicated therapists includes licensed clinicians, registered associates, and master 's-level trainees, who share a commitment to serving low and middle-income clients from all walks of life. Our main office is in downtown Santa Cruz, with a second office in Soquel. Therapy sessions are conducted via telehealth or in person at the client's preference.

Join our team and enjoy a supportive work environment where you and your clients can thrive. Check us out online at fsa-cc.org.

Job Type:

- Part-time, approximately 20 hours per week

Benefits:

- Sick and vacation pay
- 401(k) eligibility
- Flexible schedule

Pay:

- \$23-\$26 per hour, depending on experience.

Work Environment:

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Laptops, headsets, and other essential technology will be provided.

Family Service Agency is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status. We are committed to excellence through diversity and strive to establish a climate that welcomes, celebrates, and promotes respect for the contributions of all clients and employees.

Our programs recognize the value of racial, ethnic, cultural, and linguistic diversity and strive toward a culture of trauma-informed practice, with the overarching goal of ensuring that all

services promote healing and integrate the values and standards of providing culturally and linguistically appropriate services.

For more information, please email fsaemployment@fsa-cc.org or call 831-244-9902.