



LEGAL AID
OF WESTERN MICHIGAN

Administrative Assistant / Bookkeeper Grand Rapids

Legal Aid of Western Michigan (LAWM) is a non-profit law firm that proudly delivers free legal assistance to communities across West Michigan. **At LAWM, our core mission is to protect rights, challenge injustice, and fight poverty through free legal advocacy for people and families.** We are looking for a new Administrative Assistant / Bookkeeper who will play an essential role in supporting that mission. LAWM is an equal opportunity employer.

Under the supervision of the Finance Manager in the Grand Rapids office, the Administrative Assistant / Bookkeeper is primarily responsible for assisting with payroll, the administration of benefits, tracking hours/PTO, bookkeeping, and maintenance of personnel files. They also assist other human resource functions related to hiring, onboarding, offboarding, professional development, and performance evaluations.

The Administrative Assistant / Bookkeeper is a full-time, exempt, salaried position; a starting annual salary is \$44,954 or higher depending on experience. We offer an additional \$2,673 annual stipend for an individual who is bilingual and biliterate in English and Spanish.

Responsibilities include but are not limited to:

Payroll / Benefits

- Gathers, reviews, and maintains timekeeping records for all staff
- Oversees tracking of paid time off
- Maintains salary scales / compensation records
- Prepares payroll for submission
- Processes requests / maintains records related to setting up / changes in benefits (insurance, 403b, QTP, FSA, and HSA)
- Manages annual open enrollment
- Gains expertise in LAWM's benefits package and assists staff in understanding and accessing benefits
- Acts as liaison between staff and third-party benefit providers
- Sets up and maintains personnel files

Bookkeeping

- Assists with accounts payable / accounts receivable
- Assists with the preparation of the annual audit and tax filings
- Performs other bookkeeping duties as assigned by the Finance Manager and/or Senior Bookkeeper

Other Human Resources

- Updates / maintains job descriptions
- Handles job postings and correspondence with applicants
- Maintains records of the hiring process and background checks
- Maintains staff lists / directories
- Assists with onboarding
- Tracks professional development
- Ensures timely submission of annual evaluation and yearend forms
- Assists with staff recognition and events

The ideal candidate will have the following education, skills and experience:

- Associate's or Bachelor's degree
- At least 1 year of experience in bookkeeping and/or human resources
- Basic computer skills and proficiency with Microsoft Office and Excel
- Highly detail-oriented
- Strong organizational skills and ability to manage competing deadlines and a variety of tasks
- Excellent communication skills
- Kind and compassionate
- Desire to work with a non-profit and/or an interest in social justice

We are committed to promoting a healthy work/like balance, and our staff enjoy:

- A 35-hour work week (Mon – Fri, 8:30AM – 4:30PM) – note we are open to this being a 30 hour/week position
- Generous Annual Leave and Sick Leave
- Thirteen Paid Holidays per year
- HMO and HSA Health Insurance options, with an employer contribution to premiums, as well as a payout option for staff who opt out of health insurance coverage
- Employer-Paid Dental and Vision Insurances
- Employer-Paid Short-Term and Long-Term Disability Insurances
- Employer-Paid Life and AD&D Insurance
- Annual employer contributions to 403b account for eligible employees
- Being part of a team that is making a positive and lasting impact on their communities
- In addition, our organization is a qualifying employer for most loan forgiveness programs

To apply, please send your resume and (optional) cover letter to Careers@lawestmi.org. We will be accepting applications through Wednesday, April 15, 2026, or until the position is filled.