



Job Posting

Deadline: March 28, 2025

State Appellate Defender Office
3031 W. Grand Blvd., Ste. 450, Detroit, MI 48202

www.sado.org

@sadamich

Finance Assistant

Hybrid (Remote/Office)

Job Summary

Join Michigan's State Appellate Defender Office (SADO) as a full-time Finance Assistant at our Detroit office. Salary will depend on experience and qualifications. The salary range is \$44,432 to \$58,401 with annual pay increases to the top of the range for satisfactory performance. Our office follows a hybrid workplace model that mixes in-office and remote work to offer flexibility and support to staff.

About Us

SADO is an independently governed state legal agency, with offices in Detroit and Lansing, and approximately 90 staff members and growing. We represent people who cannot afford their own attorneys to appeal their criminal convictions and we fight to make the criminal legal system fair. Our efforts range from arguing cases before the Michigan Supreme Court to assisting released clients return to their communities. To learn more, visit www.sado.org and follow us on social media.

Job Duties

As a Finance Assistant, you will perform a wide variety of assignments to assist the Budget and Finance Administrator with financial and accounting administrative work, including but not limited to the following:

- Processing and reconciling a variety of accounting documents such as invoices, employee expense reimbursements, and vendor payments;
- Assisting and training employees on expense regulations;
- Vendor management;
- Inventory management including procuring supplies, tracking supply inventory levels, and maintaining internal capital and fixed assets equipment inventory list;
- Maintaining the fund balances on postage accounts;
- Assisting management to create and maintain contracts for services;
- Managing deposits including credit card transactions and physical deposits;
- Updating and maintaining grant files and accounts;
- Preparing reports as needed and maintaining up-to-date and accurate records; and
- Assisting with timesheet approvals.

Qualifications

- Associate degree in accounting, public administration, business administration, or a closely related field with 2 years of experience in an accounting or financial position, or an equivalent combination of education and experience;
- Knowledge of accounting and bookkeeping terminology and practices;
- Ability to compare data from a variety of sources for accuracy and completeness;
- Ability to meet schedules and deadlines of the work area;
- Ability to multi-task, with excellent time management skills and follow-through;
- Experience with automated accounting systems;
- Proficient with Microsoft Office Suite software;
- Intermediate proficiency with Microsoft Excel;
- Excellent interpersonal skills; and
- Ability to relate to a diverse workforce.

Benefits

- Medical, dental, vision, and life insurance
- 401k plan with up to a 9% employer contribution
- 13 paid holidays per year
- 3 weeks of paid vacation in year one
- Paid sick time and, for eligible employees, paid parental leave
- Long-term disability insurance
- Hybrid work environment (remote/office)
- Paid training opportunities

To Apply

Submit a resume and a cover letter via email by March 28, 2025, to HR@sado.org. **Applications without a resume and cover letter will not be considered.**

SADO is an equal opportunity employer and is committed to diversity, equity, and inclusion. A felony conviction does not prohibit employment at SADO.

If you have questions about this application or are unable to send application materials electronically, please contact Human Resources at 313-420-2942 for assistance.

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