

## Bookkeeper

### Job Description

**Reports To:** Regional Business Manager

**Supervises:** n/a

**Time Commitment/FLSA Status:** Full Time / Non-Exempt

**Summary:** The bookkeeper will be part of the Administration and Finance team and will support the team with accounts management and reporting. The bookkeeper will be responsible for processing, reconciling and recording all receivables, maintaining all the books and back up for updating and producing any reports, assist in the monthly reconciliation and closing, maintaining the accounting systems, coordinating ledger reconciliations and financial data accuracy. The ideal candidate will be charged with supporting administration and finance department in the region in accordance to the financial policies and procedures.

#### Primary Roles & Responsibilities:

- Record, review and verify transactions in Quickbooks.
- Assist in month end reconciliations, quarterly and annual financial reporting across six entities.
- Account for and manage cross-entity transactions.
- Prepare general ledger account reconciliations for six ministries and five communities.
- Verify accuracy of data, identify and correct errors.
- Support the preparation of individual and consolidated internal and external financial statements across all ministries and communities.
- Assist in conducting internal audits, and in preparing for annual external audits.
- Assist in the annual budgeting, providing comparative budget reports.
- Maintain all records and back up information files on ledger entries.
- Answer relevant accounting and financial questions using the accounting data.
- Record and verifies all donation information on Virtuous database system.
- Protect organization's value by keeping information confidential.
- Perform other tasks and projects assigned by Business Manager, CFO and/or Regional Administrator.

#### Qualifications:

- A degree with an emphasis or concentration in accounting, administration, or related field.
- Relevant experience in a similar position. Nonprofit experience, and/or religious organization preferred.
- Knowledge of accounting and bookkeeping practices and principles.
- Strong knowledge and experience in Microsoft Excel and QuickBooks.
- Strong inter-personal communications and collaborative/supportive work style.
- Proactive, self-motivated & confident.



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- Attention to details and value for accuracy.
- Ability to maintain a high level of confidentiality.
- Ability to handle multiple projects simultaneously, establish and re-arrange priorities and work in a fluid environment; Ability to apply critical thinking skills.
- Ability to work in an atmosphere with frequent interruptions, changes in workload and priorities.
- Demonstrate an attitude of cooperation, service and professionalism when working with others.

This job description is not intended to be construed as an exhaustive list of all duties, but rather the general nature and level of work performed.

Work Schedule: Monday thru Friday (40 hours a week) onsite.

Hourly rate based on qualifications and experience. Salary Range: 52,000 to 62,000

Submit cover letter with salary requirements and resume to the HR Department, Regional Office, Order of the Company of Mary – Our Lady. 16791 East Main Street, Tustin, CA 92780 or email Maria Martinez, HR Manager at [mmartinez@odnusa.org](mailto:mmartinez@odnusa.org). Open until filled.