



## **Bookkeeper**

### Job Description

**Reports To:** Regional Business Manager

**Supervises:** n/a

**Job Classification:** Non-exempt. Full time; Hourly wage range \$23.00-\$30.00 per hour.

**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 task 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.
- Proficiency of accounting principles and bookkeeping practices.
- Strong knowledge and experience in Microsoft Excel and QuickBooks.
- Ability to handle multiple projects simultaneously, establish and re-arrange priorities and work in a fluid environment with a positive attitude under pressure.
- Extremely accurate, detail oriented, quick learner, self-motivated and proactive.
- Strict standard of confidentiality and ethics
- High degree of commitment and adherence to deadlines



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- Effective oral and written communication, and problem-solving skills
- Takes initiative to learn and develop oneself
- Ability maintain effective collaborative working relationships with coworkers, supervisors, administrators, and the community we serve.
- Relevant experience in a similar position. Nonprofit experience, and/or religious organization preferred

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Hourly rate based on qualifications and experience. 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 [mmartinez@odnusa.org](mailto:mmartinez@odnusa.org). Open until filled.