



Bookkeeper

Job Description

Reports To: Business Manager

Supervises: n/a

Time Commitment: Part-Time

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 accounting updated 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:

- Assist in month end closing
- Maintain company vehicle files and ensure all necessary repair jobs are followed through
- Verify, review and record transactions in the system
- Prepare general ledger account reconciliations, verify accuracy of data, and report, identify, and correct errors
- Prepares consolidated internal and external financial statements by gathering and analyzing information from the general ledger system and from departments.
- Maintains and balances an automated consolidation system by inputting data; scheduling required jobs; verifying data.
- Analyzes information and options by developing spreadsheet reports; verifying information.
- Prepares general ledger entries by maintaining records and files; reconciling accounts.
- Prepares payments by accruing expenses; assigning account numbers; requesting disbursements; reconciling accounts.
- Answers accounting and financial questions by researching and interpreting data.
- Protects organization's value by keeping information confidential.
- Perform other task and projects assigned by Business Manager and/or 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 computer operations and QuickBooks.
- Strong inter-personal communications and collaborative/supportive work style



Order of the Company of Mary Our Lady

PROVINCE OF THE PACIFIC

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- Proactive, self-motivated & confident
- 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.

Hourly rate based on qualifications and experience. Submit cover letter with salary requirements and resume to the HR Department, Province of the Pacific, Order of the Company of Mary – Our Lady. 16791 East Main Street, Tustin, CA 92780 or email ODNHR@odnusa.org. Open until filled.