



Bookkeeper (Accounts Receivable)

Job Description

Reports To: Regional Business Manager

Supervises: n/a

Time Commitment: Full Time

Time Commitment/FLSA Status: Part Time, Non-Exempt

Work Schedule: Monday-Thursday, 28 weekly hours onsite

Salary Scale: \$21 to \$25

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:

- Verify, review and record transactions in Quickbooks
- Assist in month end closing, quarterly and annual closing of the books across six entities
- Prepare general ledger account reconciliations for ministries and 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 the annual budgeting, providing comparative budget reports
- Maintains all records and back up information files on ledger entries
- Answers relevant accounting and financial questions using the accounting data.
- Protects organization's value by keeping information confidential.
- Perform other task and projects assigned by Business Manager, CFO and/or Regional Administrator

Qualifications:

- A certificate with an emphasis or concentration in accounting, administration, or related field preferred.
- Relevant experience in a similar position. Nonprofit experience, and/or religious organization preferred
- Knowledge of accounting and bookkeeping practices and principles



Order of the Company of Mary Our Lady

PROVINCE OF THE PACIFIC

| Orden de la Compañía de María N.S.

- Strong knowledge and experience in Microsoft Excel and **QuickBooks**.
- Strong inter-personal communications and collaborative/supportive work style
- 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; 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.

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. Open until filled.