

Part-Time Full Charge Bookkeeper

Minimum number of hours: 25 per week (.625 of Full Time)

Compensation: yearly salary (\$45,000 full time) - @.625 = **\$28,125**

Benefits: pro-rated vacation, sick leave, and paid holidays. (no health benefits)

ORGANIZATION OVERVIEW

The Mentoring Center exists to move all youth, whatever challenges they are facing, toward healthy, successful lives, by providing support, love, and opportunities for self-mastery. The Mentoring Center is a nationally-recognized resource that creates and influences policy; builds the capacity of others serving youth through training; and develops and disseminates Transformative Mentoring™ practices and tools.

SUMMARY

The Full Charge Bookkeeper is under the direct supervision of the Operations Director and work is reviewed by the Finance Director (consultant). The position is responsible for the day to day bookkeeping activities, full-cycle including data entry, reconciliation, receivable and payable using QuickBooks desktop.

ESSENTIAL DUTIES

- Post manually bi-monthly payroll from Paychex in QuickBooks with determined allocation.
- Process accounts payable and receivable on a weekly basis. Ensure right coding for expenses and donors.
- Reconcile and allocate credit card transaction expenses in QuickBooks.
- Monthly reconciliation of bank statements, line of credit, and investment account.
- Reconcile general ledger and allocate program expenses and other allocations on a monthly basis.
- Make bank deposits and post them in QuickBooks according to donors.
- Prepare invoices for Fiscal Agent and other clients, when requested.
- Post quarterly expenses in the City of Oakland data system (CitiSpan).
- Post check requests from staff for reimbursements and stipends for clients/participants.
- Allocate distribution of grocery gift cards and bus passes in QuickBooks to specific programs.
- Create new vendors, clients, and other accounts in QuickBooks. Assist with vendor files and create new folders for the new fiscal year (calendar).
- Assist Operations and Finance Directors and Executive Director by providing general office support. Other duties as assigned.

MINIMUM QUALIFICATIONS

- Three or more years of experience in bookkeeping or accounting with nonprofit organizations. Including QuickBooks with multiple funding sources and tracking of expenses.
- Intermediate Excel skills, including proficiency with Microsoft Office suite (Word), and Microsoft Windows. Knowledge of other software such as Salesforce and Constant Contact.
- At least an A.A. Degree or equivalent (could substitute experience for degree).
- Must be detail oriented and have clear communication skills.
- Pass background check, if selected for the position.

APPLICATION INSTRUCTIONS:

Provide a cover letter and resume.

If sending by email, send to cchiong@mentor.org. Put Full Charge Bookkeeper in the subject line.

If using U.S. Postal mail, send to

The Mentoring Center
ATTN: Full Charge Bookkeeper
672 – 13th Street, Suite 200
Oakland, CA 94612

Application Deadline: Open until filled

Individuals only, no recruiters.