

Full Charge Bookkeeper

Regular, Part-Time/staff position: 20 hours a week/requires 2-3 days in the office (not a consultant position)

Compensation: \$27-30/hour, depending on experience

Start Date: Immediately, upon completion of references and background check

Benefits: Include pro-rate vacation, sick leave, and paid holidays

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.

Duties and Responsibilities:

- Post manually bi-monthly payroll from Paychex (journals) in QuickBooks with determined allocation.
- Reconcile and allocate credit card transaction expenses, monthly reconciliation of bank statements, line of credit, and investment account in QuickBooks Desktop (Cloud Base).
- Reconcile general ledger and allocate program expenses and other allocations on a monthly basis.
- Post invoices online for programs with the City of Oakland system on a quarterly basis, which includes documentation of expenses. Prepare invoices for Fiscal Agent and other clients when requested.
- Post check requests from staff for reimbursements and stipends for clients/participants.
- Allocate and reconcile distribution of grocery cards, bus passes and petty cash in QuickBooks to specific programs.
- Create new vendors, clients, and other accounts in QuickBooks. Assist with vendor filing and create new folders for the new fiscal year (calendar). Enter data into Salesforce and assist with fundraising data.
- Produce financial reports, as needed, for grant proposals and produce monthly financial statements/ forecasts, with analyses to budget. Produce cashflow reports for the Management Team.
- Support external/independent CPA with annual audit. Prepare, review schedules, and provide supporting documents as requested by the auditors.

Minimum Qualifications:

- Three or more years of experience in bookkeeping, accounting, and finance with a minimum of **one** year experience with nonprofit organizations and with QuickBooks Desktop.
- Intermediate Excel skills, including proficiency with Microsoft Office suite (Word), and Microsoft Windows. Knowledge of other software such as Salesforce and Constant Contact (email server).
- A Bachelor's Degree or equivalent (could substitute experience for degree).
- Adhere to policies and procedures for handling confidential documentation and information.
- Must be detail oriented and have excellent communication skills.
- Pass background check, if selected for the position.

Email your resume and cover letter explaining how you meet the minimum qualifications to: tmc@mentor.org. Please specify "Full Charge Bookkeeper" in the subject line. **NO** phone calls. The Mentoring Center, 672 - 13th Street, Ste. 200, Oakland, CA 94612

The Mentoring Center is an equal opportunity employer; people of color are encouraged to apply

Website: www.mentor.org