



POSITION DESCRIPTION

JOB TITLE: Bookkeeper

DEPARTMENT: Administration

PROGRAM: n/a

REPORTS TO: Executive Director

SALARY: \$24.50-\$28.50/hr.

BENEFITS: Health benefits (medical, dental, vision), 403(b) with employer contribution, 11 paid holidays, paid Vacation and Sick time, winter break (typically last two weeks in December, returning Jan 2; employee paid supplemental insurance (i.e. life, accident, etc).

LOCATION: MICOP Office, Oxnard

STATUS: Non-Exempt

HOURS WORKED: 40 hours/week

HOW TO APPLY: To apply, send resume to and cover letter to: HR@mixteco.org

DEADLINE TO APPLY: Position Open until filled

Note: You will receive an email or phone call ONLY if we decide to schedule an interview or if we have follow up questions.

ABOUT MIXTECO INDIGENA COMMUNITY ORGANIZING PROJECT

Founded in 2001, Mixteco/Indígena Community Organizing Project (MICOP) supports, organizes and empowers the indigenous migrant communities of California's Central Coast through improved access to health and community resources, community organizing, language interpretation, education, direct assistance, cultural promotion, and our indigenous-led Radio Indígena community radio station. MICOP offers a fast-paced, multilingual and multicultural work environment dedicated to carrying out our mission.

Summary

The Bookkeeper is responsible for financial driven processes, which include posting a variety of accounting transactions such as invoices, payments, and expenses in accordance with department procedures. The Bookkeeper works closely with the Finance Administrator, Executive Director and the administrative team to facilitate financial oversight and to ensure clear communication of finances to program staff and/or the board of directors. Performs related general accounting duties.

Responsibilities

- Pay invoices, credit cards, and other expenses in a timely manner (A/P).
- Make general journal entries.

- Assist bi-monthly payroll through ADP.
- Enter bi-monthly payroll into QuickBooks.
- Enter credit card expenses, bills, deposits, donations into QB.
- Perform monthly bank reconciliations and balance sheet reconciliations.
 - Reconcile 7 Credit cards, 8 CD's, 2 bank accounts.
- Manage Paypal, Stripe, Salesforce (Classy, PayBee) accounts.
- Complete monthly worker's compensation report.
- Perform yearly worker's comp audit.
- Create finance reports for grant reporting.
- Create and maintain programs' master budgets (ex. COVID 19).
- Create and maintain budgets for new grants with grant writers.
- Document and maintain complete and accurate supporting information for all financial transactions.
- ACH payments using QB.
- Record Program revenue, grants/contracts, government.
- Document and maintain accurate supporting information for financial transactions.
- Maintain documentation for independent tax preparers in preparation for annual audit and the 990 form. (filing invoices with proof of purchase).
- Create and send annual 1099s to vendors.
- Prepare monthly invoices for MICOP's interpreting services and Radio contracts.
- Input grants and allocations for indirect costs and benefits into QB.
- Restrictions in QB; Restrict and Release using quadruple entering accounting.
- Review 403 (B) contribution plan entries.
- Attend training (ADP), staff meetings and/or workshops of interests or as directed.
- Provide training to staff – expense, income forms.
- Maintain depreciation schedule.
- Review and revise as needed online forms in Google Drive.
- Use QuickBooks to process receipts, deposits.
- Ensure compliance with internal financial and accounting policies.
- Request the Executive Director to make fund transfers as soon as payroll is submitted.
- Other duties as assigned by Executive and Associate Directors.

Required Skills

- Possess a solid understanding of basic accounting principles, financial terminology, and concepts related to bookkeeping and financial management.
- Attention to detail-ability to pay close attention to numerical data, records and transactions, ensuring accuracy and precision in all financial entries and calculations.
- Strong organizational skills to manage and maintain financial records, and files in a systematic and accessible manner.
- Efficiently prioritize tasks, meet deadlines, and manage multiple responsibilities in a timely manner.
- Ability to analyze financial data, identify patterns and trends, discrepancies and make informed decisions.
- Proficiency in bookkeeping software, and the ability to use these tools to record and manage financial transactions.
- Knowledge of relevant regulations.
- Effective verbal and written communication skills to interact with colleagues, vendors, clients, as needed.
- Ability to clearly convey financial information on reports.

- Problem solving abilities-the capacity to identify and resolve financial discrepancies, address issues that arise, and find solutions.
- Maintain high ethical standards.
- Ability to learn and adapt to changing technologies.
- Strong mathematical and numerical skills, including the ability to perform calculations, reconcile accounts and interpret financial data accurately.

Experience

- Education-a High School diploma or equivalent.
- Strong knowledge of basic accounting principles and bookkeeping practices.
- Two years minimum experience in bookkeeping.
- Proficiency with Quickbooks.
- Experience in maintaining accurate financial records, and organizing financial documentation.
- Familiarity with generating financial reports.
- Experience reconciling accounts.
- Knowledge of practices related to nonprofit organizations.

**MICOP IS AN EQUAL OPPORTUNITY EMPLOYER.
WOMEN AND PEOPLE OF COLOR ARE ENCOURAGED TO APPLY.**