

Job title:

Bookkeeper

Supervisor:

Operations Director

Start Date:

N/A

Hours and Location:

(40 hours per week, Monday – Thursday). Location: Emeryville

Organization Summary:

Established in 1993, Operation Dignity (OD) is a nonprofit organization providing housing and supportive services for homeless veterans, veteran families and homeless populations in Alameda County. OD operates emergency, transitional and permanent housing programs in Alameda, Berkeley and Oakland, CA. Operation Dignity supports veterans to address the wounds of war that continue long after their return to civilian life.

Position Summary:

The Bookkeeper: Highly organized, detail oriented, flexible and able to deal with frequent interruptions and changing priorities, positive, can-do attitude, understands and practices the concept of teamwork. Pay range \$20-\$25 per hour depending on experience.

Essential Job Functions:

- Responsible for the entire cycle of accounts receivable and accounts payable
- Prepares various reports under the CFO direction
- Work with Insurance Broker regarding Organization's vehicles
- Administers employee benefits
- Prepare End of Month reports for funding sources
- Collect time sheets and summarize data to be provided to the outside payroll service
- Assist walk-in individuals in absence of front desk Staff and answer phones as needed
- All other duties as assigned by the management

Skills & Experience:

- 5+ years' experience in performing bookkeeping functions
- Strong competency with QB, Microsoft Excel and Word a must
- Knowledge of bookkeeping and accounting principle.
- Strong organizational skills and ability to handle multiple projects and deadlines at once
- Cultural competence, with ability to maintain effective professional relationships with a culturally and racially diverse group of Staff and clients
- Strong time management skills and ability to fulfill documentation requirements
- Demonstrated ability to maintain client confidentiality
- Understands and practices the concept of teamwork
- Prefer experience in the non profit sector