



Bookkeeper/Payroll Manager-Mujeres Unidas Avanzando

Overview: This position is for 20 hours a week, Monday-Friday, at \$30-32 /hr. depending on experience starting mid-May. This is a 52-week position. The incumbent must be onsite a minimum of one day a week and the rest of the schedule is subject to the conditions of COVID-19. S/he will report to MUA's two co-directors.

This position includes sick and personal days. Holidays are paid according to MUA's calendar. The rest of the schedule is subject to negotiation. Does not include health benefits. There is no paid time off during the probation period.

Upon being hired the incumbent will train for one month with the outgoing bookkeeper, who is retiring end of June.

General Duties:

- Maintain updated spreadsheet of all accounts, passwords, and login information, to be shared with co-directors
- Pay all bills for agency
- Process yearly employee donation campaign to United Way
- Establish and maintain cash controls and reconciling of general ledgers and bank statements
- Prepare the annual budget and external annual audit
- Supervise cash reserves
- Prepare and systematically maintain supplier accounts
- Verify charges and ensure security of all credit cards
- Prepare income statements and keep tabs of transactions and their entry in the computerized accounting database
- Classify and maintain financial files and records, according to the year
- Prepare quarterly reports, monthly financial statements, and balance sheets
- Reconcile payable accounts, receivable accounts, and prepare journal summaries
- Issue receipts for all accounting transactions
- Maintain all financial records
- Compile source documents
- Reconcile source deposits
- Maintain security systems of documents, insurance coverages, and respond to customer and employee queries
- Process payroll, including new hire paperwork
- Calculate employee salaries, contributions, and deductions and do all paperwork to enter in payroll system



- Serve as contact for staff for unemployment and employee separation purposes
- Ensure the proper documentation of records and document new employees in the accounting system
- Administer benefit entitlements
- Verify and report on benefit payments
- Serve as contact for MUA's insurance company and utilities
- Allocate and check grant funding appropriately: operational, health projects, student supplies, equipment, and so on
- Provide financial attachments for fundraiser as needed (balance sheets, income statements, etc.)
- Invoice grants that require reimbursement

Requirements:

- Bachelor degree in accounting or related field
- Proficient in QuickBooks
- Ability to work independently with minimum supervision and direction, especially during these times of the pandemic
- Competent in using Google Drive, Zoom, and similar online platforms
- Strong Microsoft Office and internet skills
- Ability to work as part of a team environment
- Attention to detail and accuracy
- Able to multi-task, prioritize, work under pressure and meet deadlines
- Ability to communicate complex data clearly
- Excellent data entry skills
- Great interpersonal and customer service skills
- Familiarity with a wide range of financial transactions including Accounts Payable and Accounts Receivable

How to Apply:

MUA is an equal opportunity employer and bilingual persons and persons of color are encouraged to apply, as well as older workers. This position is open until filled. By May 15th please e-mail current résumé and thoughtful cover letter to:

Ms. Johannah Malone
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Mujeres Unidas Avanzando
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