



SEEKING PART-TIME BOOKKEEPER/ADMINISTRATIVE ASSISTANT

The LA Latino Chamber of Commerce is making a difference in the community by doubling the revenues of Latino-owned businesses and advocating on their behalf. We are seeking a team player who works well in a busy environment and who wants to be part of creating change through entrepreneurship.

Job Title Bookkeeper/Administrative Assistant

Reports to: Executive Director

Work Hours: 20 Hours per week; Flexible schedule, Monday - Friday; 8:30 am – 5:30 pm

Position Summary: The Bookkeeper/Administrative Assistant works with professional accounting staff and management team members in recording and reconciling accounting data. In addition to supporting management in all areas of administration.

Salary: \$17-20 per hour, commensurate on experience.

Duties & Responsibilities:

- Prepare and disburse payments to vendors.
- Conduct payroll twice per month.
- Assist CPA in recording, reconciling and auditing accounting data via Quickbooks.
- Post transactions involving cash receipts, disbursements and/or accounts payable and receivable to ledger accounts.
- Assist CPA in the preparation of financial statements, cost reports and bank reconciliations as needed.
- Interpret contracts provisions in order to identify allowable/non-allowable expenditures.
- Calendar meetings and arrange for leadership schedules
- Answer telephones, direct calls and take messages.
- Open, sort and route incoming mail and prepare outgoing mail.
- Greet and welcome office visitors in a friendly, warm and professional manner.

Other Duties As Assigned

- Assist Administrative office staff in office operations.

Job Requirements

Associate of Arts Degree (A.A.) in Accounting or Business Administration

OR

Junior or Senior majoring in Accounting

AND

At least two years of para-professional accounting or auditing experience

OR

An equivalent combination of training and experience

Qualifications

To perform this job successfully, an individual must be able to carry out each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Good knowledge of modern accounting theory, principles and practices; knowledge of accounting terminology; knowledge of financial record keeping and reporting and budget preparation.
- Ability to analyze financial transactions and make original or adjusting entries; ability to read and comprehend financial transactions; ability to trace transactions through financial records.
- Good skills in the applications of the general principles and practices of modern accounting and auditing; good skills in reviewing and analyzing accounting transactions.
- Communicates effectively with others, including giving and receiving feedback.
- Ability to maintain confidentiality.
- Excellent oral and written communication and presentational skills.
- Demonstrated capability to interface and maintain effective relationships with administration, staff, consultants and board members in a team-oriented environment.
- Capacity to assume responsibility for own professional development.
- Detail oriented, logical, and methodological approach to problem solving.
- Flexible, with the ability to work in a highly demanding, stressful environment.
- Proficiency using Quickbooks, Microsoft Office and Excel.

Language Skills

- Ability to read and speak English proficiently.
- Spanish / English bilingual preferred, but not mandatory.

If you are interested in applying, please direct your resume and cover letter to moises@lalcc.org by April 13th 2018.