



1419 34th Avenue, Suite 210 Oakland, CA 94601

Community Transformation Through Creative Education

phone: 510.533.5989 fax: 510.533.8825



www.oaklandleaf.org

Oakland Leaf Foundation

Bookkeeper

Position Description

Description of our Organization:

Oakland Leaf was established 2003 with a mission to cultivate community transformation through creative education for youth and families. We aim to accomplish our mission through two school based after school programs for middle and elementary school children, two families resource centers housed in the same schools, one critical media high school after school program, a garden apprenticeship program for high school students, a free social justice based summer camp, and a talent showcase highlighting the wealth of culture and art of Oakland's youth.

WE PLANT SEEDS TO GROW. WE ROOT IN, RISE UP, AND BRANCH OUT. WE'RE COMMITTED TO STAY.

The Position

Oakland Leaf seeks a 0.5 FTE Bookkeeper who will have background and organizational attributes to provide up to date financial information. This new staff member will report to the Executive Director and be responsible for the following duties.

Specific Duties and Responsibilities:

- Responsible for ensuring accuracy of historical and current data and appropriate recordkeeping;
- Responsible for accounts payable, including verifying, coding and paying invoices;
- Responsible for all aspects of accounts receivable, including generating invoices, monthly reports, recording accounts receivable payments received, and following up with internal and external parties to ensure timely payments;
- Responsible for processing and reconciling all credit card payments;
- Responsible for processing payroll and benefits administration;
- Supports the Executive Director in working with an outside auditing firm to conduct the annual audit;
- Assists the Executive Director in assuring that the organization is in legal compliance with all state and federal laws, regulations and filings;
- Develops, defines, and maintains bookkeeping policies and procedures;
- Assists with federal grant administration as needed;
- Communicates directly with Program Directors to maintain up to date expense reports;
- Completes or assists with special projects such as internal audits of payroll, accounts payable, and benefit administration compliance on an as needed basis;
- Balances accounts by reconciling entries;
- Balances general ledger by preparing a trial balance; reconciling entries;
- Maintains historical records by organizing filing financial documents;
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends;



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- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions;
 - Contributes to team effort by accomplishing related results as needed;
- Other duties to be determined.

Skills/Qualifications:

- Commitment to community transformation and family and youth empowerment;
- Required: 2 years of experience in processing payroll with online time keeping and payroll software;
- Required: 2 years of experience in general bookkeeping and/or business accounting;
- Required: General clerical aptitude and working knowledge of business/office skills and machinery operation;
- Required: Proficiency in Microsoft Office suite, especially Excel, and aptitude/experience with various payroll and accounting software programs;
- Required: 3 years of strong competence with QuickBooks experience
- Excellent communications skills both written and verbal;
- Excellent organizational skills; experience working with deadlines and multiple priorities;
- Excellent communication skills; experience working in a team environment;
- Excellent organizational/project management skills and able to meet and manage strict multiple deadlines;
- Attention to Detail, Confidentiality, Thoroughness;
- Must maintain high ethical and moral standards and familiarity with Sarbanes-Oxley recordkeeping;
- Ability to carry 50 or more pounds.

Reports to Executive Director

This position is hourly and is compensated \$17-\$20/hr. DOE

Application Process:

Email a separate cover letter, résumé, and address the questions outlined below. All documents must be emailed using word or pdf formats, NOT embedded within the email. Inquiries should be addressed to Mirella Rangel. Accepting applications at oaklandleaf.jobs@gmail.com until July 25th, 2011. Due to the high volume of inquiries, only complete applications will be considered for review.

Respond to the following questions/prompts:

How do you manage multiple tasks and projects?

Describe your ideal job.

What are your largest areas of growth? Why?

For more information about Oakland Leaf, please visit our website at www.oaklandleaf.org



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