HIS-OC Full Charge Bookkeeper and Office Manager

HIS-OC Full Charge Bookkeeper and Office Manager is an integral part of the finance team. The oversees the coordination and administration of all accounting aspects of the organization. The Full Charge Bookkeeper and Office Manager is a full-time position. This position may supervise support positions, volunteers and interns. HIS-OC is an equal opportunity employer.

Essential Duties and Responsibilities
The Full Charge Bookkeeper and Office Manager performs a wide range of duties may include but are not limited to the following:

- Maintain and balance general ledger, bank reconciliations, credit card & cash reconciliations.
- Review monthly financial statements, including cash flow, profit and loss statements and balance sheets.
- Implement job costing procedures.
- Process bank deposits.
- Report to Executive Director need of timely bank transfers.
- Oversight of A/P including review of vendor invoices, GL classification, and processing of timely payments.
- Oversight of A/R including review of daily invoicing, collection efforts, issue resolution.
- Oversight of payroll processing, and labor compliance, public works, prevailing wages.
- Effectuate tasks related to 403B.
- Handle insurance tasks for all policies.
- Process monthly workers comp premium reports, and annual audit preparation.
- Review and tracking of all contracts, subcontracts, and master service agreements.
- Oversight of project estimating, bid platforms, RFI’s, RFP’s, and RFQ’s.
- Manage and oversee payment of local, state, and federal taxes.

General and Office

- Treats people with respect, keeps commitments, inspires the trust of others, works ethically and with integrity, upholds organizational values, and accepts responsibility for own actions.
- Follows policies and procedures, completes tasks correctly and on time.
- Demonstrates knowledge of and adherence to EEO policy, shows respect and sensitivity for cultural differences, educates others on the value of diversity, promotes a working environment free of harassment of any type.
- Performs the position safely, without endangering the health or safety to themselves or others and will be expected to report potentially unsafe conditions. The employee shall comply with occupational safety and health standards and all rules, regulations and orders issued pursuant to the OSHA Act of 1970, which are applicable to one’s own actions and conduct.
- Performs general office work, including phones, filing, and correspondence
- Attends all staff meetings and maintains regular communication with staff

Personal Characteristics

- Must be able to manage multiple tasks/assignments concurrently while ensuring a high degree of accuracy.
- Self-motivated, highly organized and with strong communication skills.
- Is a self-starter that possesses a growth mindset.
- Has strong organization and time management skills.
- Has solid interpersonal skills.
- Is a powerful and efficient verbal and written communicator.
- Has a positive attitude while managing a diverse scope of tasks.
- Is detail-oriented and has an aptitude for business.
Education and Training Requirements:
Bachelor’s Degree in Accounting or similar experience.
Minimum 5 years of office experience.
Minimum 3 years of bookkeeping/accounting experience in a non-profit organization.
Experience with financial statements and tax returns.
Proficiency with QuickBooks and MS Office

Salary Range: $50,000-60,000

To apply send resume and cover letter to carrie@his-oc.org. Please include Full Charge Bookkeeper in the subject line.