



**Orange County Bar Foundation (dba: Project Youth OC)
POSITION DESCRIPTION**

POSITION TITLE: Part-time Accounting Assistant/Bookkeeper
REPORTS TO: Controller
Services REVISED: September 2022

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being inclusive.

BASIC FUNCTION - Under the direction of the Controller, the Accounting Assistant/Bookkeeper is responsible for assisting the overall financial and accounting functions for Project Youth OC.

JOB RESPONSIBILITIES

1. Provide accounting support to the Controller
2. Process accounts receivable/cash receipts/accounts payable. Codes, verifies amounts, and records transactions with proper allocation to revenue & expenses including program & grant allocation.
3. Assist with billing and reporting on all Federal & State grants
4. Support during month end close; including reconciliation of general ledger accounts
5. Assist with preparing year end audit
6. Reconcile monthly donation totals with Salesforce CRM database
7. File and maintain vendor records and other financial documents
8. Other department support as assigned

QUALIFICATIONS

1. Associate degree in accounting or a minimum completion Intermediate accounting classes; desired Not for Profit Account classes; and six months working experience in a business environment .
2. Experience in nonprofit environment preferred
3. Excellent computer skills and proficient knowledge of Microsoft Office applications.
4. Knowledge of Salesforce or similar donor database program application
5. Excellent communication skills both verbal and written, and a collaborative work style.

Hours/Salary - Part-time position at 12- 18 hours per week – compensation \$19 per hour/no benefits.

ADDITIONAL POSITION REQUIREMENTS:

Please send cover letter and resume to Kathleen Scatton - kscatton@pyocbf.org.

Please note, applications without a cover letter/letter of interest will not be considered. For more information about Project Youth OC, please visit our website: www.pyocbf.org. No phone calls please. Project Youth OC is an equal opportunity employer.

[Project Youth OC](http://www.pyocbf.org) – 1605 E. 17th Street, Santa Ana, CA 92705