



HYBRID REMOTE BOOKKEEPER

Job Announcement

Full-Time Position Available

Who We Are:

We are the Multi-Ethnic Collaborative of Community Agencies (MECCA) and our mission is to ensure the delivery of culturally and linguistically responsive health and human services to traditionally underserved multicultural communities in Orange County. For over a decade, MECCA and our members agencies have provided education, outreach, and a range of services in the County's seven (7) threshold language. Together, our collaborative is a movement to increase access and resources to diverse multicultural communities.

Working With Us:

By joining the MECCA team, you are a part of collective impact interdisciplinary team that strives for excellence and continuous improvement in the service of our communities. We center equity and cultural humility in everything that we do, serving as a guiding force to foster a strengths'-based work environment.

Our Finance Department:

MECCA's finance department is hybrid remote. Under the supervision of the Finance Manager, the Bookkeeper will support the finance and operating functions of the organization. With a growing accounting and finance team, there is a significant opportunity for growth and advancement within the Department. MECCA has a team-oriented culture, providing employees with the tools and training necessary to be successful.

Salary & Benefits

- The annualized salary for this full-time position is \$56,160 plus benefits including 12 vacation days, 14 paid holidays, floating paid holiday, 100% health, dental and vision insurance coverage, term-life insurance, and on the job training.

RESPONSIBILITIES OF THE BOOKKEEPER

- Be available during audit months (September-October).
- Compile and analyze financial information to prepare entries to general ledger accounts.
- Handle month-end, quarter-end and year-end closing activities.
- Prepare and ensure timely billing submissions to various funders.
- Monitor funder payments and non-payments.
- Accounts payable; process purchase orders and enter the accounting system.
- Prepares balance sheet, profit and loss statement, and other reports to summarize current and projected company financial position.
- Ensure processing of accurate payroll.

- Audit contracts, orders, and vouchers, and prepare reports to substantiate individual transactions prior to monthly close process.
- Establish, modify, document, and coordinate the implementation of accounting and accounting control procedures.
- Accounts payable, billing, and payroll functions, plus include all 1099 vendors have a W-9 on file.

EXPERIENCE PREFERRED FOR THE BOOKKEEPER ROLE

- Bachelor's Degree in Accounting, Business Administration or equivalent preferred.
- Minimum of 4 years related accounting experience.
- Solid understanding of accounting processes and procedures.
- Proven ability to meet daily and monthly deliverables.
- Proficiency in Quickbooks, MS Office Suite, with advanced working knowledge of Excel.
- Ability to work efficiently independently as well as part of a team.
- Nonprofit accounting experience, a plus.
- Must possess excellent verbal and written communication skills.
- Must be organized, detail-oriented, and able to multi-task and prioritize in a fast-paced environment.
- Excellent written and oral communication skills.
- Strong organization, problem solving and analytical skills.
- Ability to process verbal information, manage priorities and determine workflow.
- Ability to work under stress, with interruptions and deadlines.

COMPETENCIES

- Perform quality work within deadlines, with or without direct supervision.
- Interact professionally with other employees, participants/community members, and partners.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Prepare and present presentations with appropriate technology and teaching resources
- Must be able to communicate information accurately, clearly and concisely
- Must possess the ability to independently reason logically to analyze data, reach conclusions and make recommendations as required in the accomplishment of job duties

WORKING CONDITIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**FOR CONSIDERATION, PLEASE SUBMIT RESUME and optional COVER LETTER TO:
HUMANRESOURCES@OCMECCA.ORG**

The above statements describe the general nature and level of the work being performed for this position and are not an exhaustive list of all duties and responsibilities. Multi-Ethnic Collaborative of Community Agencies' (or MECCA's) management team reserves the right to amend and change responsibilities to meet business and organizational needs.

MECCA is committed to providing equal employment opportunities to all employees and applicants, without regard to sex (including childbirth, breastfeeding, and related medical conditions), pregnancy, gender, gender

identity, gender expression, sexual orientation, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, ethnicity, race (including traits historically associated with race, such as hair texture and protective hairstyles, including braids, locks, and twists), color, caste, citizenship status, uniform service member and veteran status, marital status, age (40 and over), protected medical condition (including cancer and genetic conditions), genetic information, (physical or mental) disability, reproductive health decision-making, medical leave or other types of protected leave (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other protected status in accordance with all applicable local, state, and federal law.