



Mission Cultural Center for Latino Arts

A Unique Cultural Experience!

POSITION OPENS: 1/15/2018

FULL CHARGE BOOKKEEPER

Bilingual (English/Spanish)

Time Commitment: 30 hours /week

SCOPE OF WORK - Responsible for overall Accounting / Bookkeeping Department activities in keeping with non profit accounting practices. Communication with organization's staff, contractors, participants, funders, and vendors. Processing of staff & teachers payroll, and supervision of box office cashier and bookkeeper back-up.

MINIMUM QUALIFICATIONS

- Bookkeeping Degree (college /other) with a minimum 2-3 years experience
- Solid knowledge of General Ledger, Excel, & QuickBooks Pro/Premier
- Non profit financial & budget preparation experience (preferable)
- Ability to work in a fast-paced environment, prioritize and timely manage various projects w/ strict deadlines
- Excellent communications and organizational skills

RESPONSIBILITIES

- Processing and managing Bi-weekly payroll through ADP for the staff and independent contractors.
- Keep track of staff benefits holidays, paid time off (vacation),and medical balance.
- Monitoring Account Receivable and Account Payable for all entities.
- Managing daily cash receipts & bank deposits processing.
- Funding sources tracking and Processing invoices
- Posting Journal entries, general ledger in our accounting software (QuickBooks)
- Reconciling Monthly bank accounts, credit card and petty cash reconciliations
- Running Reports & Forms.
 - Monthly, quarterly and year-end financial statements
 - Annual sales tax returns preparation & SF Business Property Tax Exemption
 - Quarterly Workman's Compensation
 - Issue 1099 and 1096 Forms to vendors and IRS
- Annual budget preparation and audit assistance
- Record Keeping / Maintenance
- Any other bookkeeping tasks assigned by Executive Director

SELECTION CRITERIA - will be based upon a 20-30 min. QuickBooks & Excel test, answers to supplemental questions below, and personal interview(s).

HOW TO APPLY - Interested individuals must submit:

- a completed MCCLA job application, with a chronological resume
- answers to the Supplemental Questionnaire
- at least 3 professional references
- best day and time to interview

Please mail, e-mail or fax to:

Full Charge Bookkeeper

MCCLA - 2868 Mission St., SF, CA 94110

(415) 648-0933 (fax)

jobs@[imissionculturalcenter.org](mailto:jobs@imissionculturalcenter.org)

(no phone calls please)

INSTRUCTIONS FOR SUPPLEMENTAL QUESTIONS & TEST

Individuals who apply for this position must respond to each of the required supplemental questions. Please limit your responses to one page per question maximum. Do not combine your responses or reference your application, resume, or any other requested documentation that you have included with your application packet to answer a question. It is very important to provide a concise, clear, legible, and complete response to each question.

1. Describe your education and formal training that qualifies you for the position. Include your area of study and any degrees or certificates received. Please indicate applicable coursework completed.
2. Describe your experience that qualifies you for the position. Indicate your job title, specific duties and number of years of experience. Please also include any nonprofit bookkeeping experience.
3. Describe your experience in preparing ledgers, journal entries, reconciliations, or other financial documents. Include the types of documents you prepared, on what basis (monthly / yearly) and the number of years of experience.
4. Describe your experience with computerized financial systems. Please include the types of computer programs you used and level of expertise.
5. Describe your education and formal training that qualifies you for the position. Include your area of study and any degrees or certificates received. Please indicate applicable coursework completed.
6. Describe your experience that qualifies you for the position. Indicate your job title, specific duties and number of years of experience. Please also include any nonprofit bookkeeping experience.
7. Describe your experience in preparing ledgers, journal entries, reconciliations, or other financial documents. Include the types of documents you prepared, on what basis (monthly / yearly) and the number of years of experience.
8. Describe your experience with computerized financial systems. Please include the types of computer programs you used and level of expertise.

MCCLA is a non-profit organization established in 1977 by artists and community activists with a shared vision to promote, preserve and develop the Latino cultural arts. MCCLA is committed to supporting these diverse cultural arts that reflect the living traditions and experiences of Chicano, Central & South American and the Caribbean people. MCCLA makes the arts accessible as an essential element to community development and well being.
