

**ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE**  
**OCAPICA**  
**JOB ANNOUNCEMENT**

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**Title:** Bookkeeper

**Division:** Orange County Asian and Pacific Islander  
Community Alliance Inc.

**FLSA:** Non-Exempt

**Supervisor:** Director of Finance and Administration

**Pay Range or Rate:** \$25- 29 per hr. / 40 hrs. per wk. plus Fringe Benefits

**Revised:** March 7, 2023

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**Summary:** The Bookkeeper will be supervised by the Director of Finance and Administration and will work on developing and implementing administrative, organizational, and financial policies and procedures. The Bookkeeper will also help to ensure the organization complies with all nonprofit legal requirements as needed.

**Essential Functions**

**Finance (70%)**

- ◆ Assist in implementing Cash and Bank Receipts Operations
- ◆ Assist in implementing Payroll reporting Operations
- ◆ Assist in organizing and maintaining personnel files
- ◆ Assist in implementing Accounts Payable operations
- ◆ Assist in preparing check request and other expenditures for occupancy cost pool and for other invoices.
- ◆ Assist in implementing ISS Flex Funds, Supportive Services, Incentive and Stipends operations
- ◆ Assist in organizing and maintaining ISS Flex Funds, Supportive Services, Incentive and Stipends documentations
- ◆ Organize and maintain Account Receivables and Account Payables files
- ◆ Assist in implementation of Grant and Contracts Budgets Operations
- ◆ Assist in implementation of Fixed Assets Inventory Operations
- ◆ Assist in monitoring and tracking fixed assets inventory
- ◆ Implement systems of internal controls, monitor, evaluate and revise accordingly
- ◆ Assist with preparation of audits and financial monitoring performed by various funding sources
- ◆ Assist in preparing audit schedules for agency payables and receivables

**Administration and Operations (30%)**

- ◆ Organize and maintain administrative, archival and all files
- ◆ Implement, and maintain financial policies and procedures
- ◆ Provide support for the organization to meet its legal and administrative requirements
- ◆ Work with Director of Finance in related administration and financial operations
- ◆ Implement and periodically review operating practices and procedures to ensure smooth and efficient office operation
- ◆ Assist with answering phones and responding to general inquiries
- ◆ Provide overall financial and general administrative support

**Minimum Qualifications - Knowledge, Skills and Abilities Required**

- ◆ Bachelor's degree in Accounting or related field or at least 3 years experience in bookkeeping or accounting.
- ◆ Must be detailed oriented and excellent organizational skills with the ability to prioritize and multi-task.
- ◆ Experience and knowledge working with Sage MIP Accounting Software or fund accounting software
- ◆ Experience with Microsoft Office Programs
- ◆ Must be comfortable with the philosophy and goals of OCAPICA
- ◆ Must have a valid California driver license, car insurance and reliable transportation. Proof must be submitted
- ◆ Verification of employment and background check required.
- ◆ Regular attendance required.

**Desired Qualifications - Knowledge, Skills and Abilities**

- ◆ Experience with non-profit accounting procedures
- ◆ Experience in nonprofit administrative and financial compliance
- ◆ Must be comfortable working in a team environment

- ◆ Excellent communication skills, both oral and written
- ◆ Prefer individual with flexibility and initiative
- ◆ Ability to work evenings, weekends, overtime, and holidays may be required.

**Supervisory Responsibilities:** No supervision of employees required at this time.

**Environmental Conditions (Working Conditions):** The environment for this position is an office environment (may include shared space) as well as in the community, exposed to weather conditions and noise level prevalent at the time.

**Physical Requirement:** In the course of performing this job, the incumbent typically spends time sitting, standing, driving, walking, typing, filing, listening and speaking.

**Mental Requirement:** The incumbent in this position must be able to accommodate to any/all of the following: tolerance for distractions and interruptions.

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**Application deadline: Open until filled. (Please ensure that the email subject has the job title: Bookkeeper. No Phone Calls Please**

**Application Process:** Please e-mail or fax cover letter, resume and 2 professional references (past supervisors including e-mail address and phone number) to: [careers@ocapica.org](mailto:careers@ocapica.org) or FAX: (714)636-8828

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**Agency Background:**

The Orange County Asian and Pacific Islander Community Alliance (OCAPICA) is dedicated to enhancing the health, and social and economic well-being of Asians and Pacific Islanders in Orange County, California. Established in 1997, OCAPICA works to improve and expand the community's opportunities through service, education, advocacy, organizing and research. These community-driven activities seek to empower Asians and Pacific Islanders to define and control their lives and the future of their community.

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*Orange County Asian and Pacific Islander Community Alliance, Inc. (OCAPICA) is an  
Equal Opportunity/Affirmative Action Employer*