



Bookkeeper –Part Time Position Description

The Orange County Rape Crisis Center's mission is to stop sexual violence and its impact through support, education, and advocacy. We envision a just and equitable world free of sexual violence and all other forms of oppression. Our values include professionalism, excellence, accessibility, social justice, community involvement, self-care, and empowerment.

The Bookkeeper position is considered part time non-exempt in accordance with the Fair Labor Standards Act at 15 hours per week. Remote options available.

Responsibilities:

- Maintain all agency accounting records in Quickbooks.
- Manage Accounts Payable transactions, including making payments and coding each payment by category and program.
- Classify all revenues by source, including the specification of any grant restrictions.
- Reconcile all accounts on a monthly basis.
- Produce monthly reports and provide other financial analysis for the ED, Finance Committee, and Board of Directors.
- Maintain accounting records for each grant/fund;
- Prepare periodic cash flow projections based on grant payments and anticipated expenditures
- Prepare individual grant surplus/deficit projections
- Work as a team member with other staff and volunteers in order to achieve the mission of the Center.
- Complete all relevant trainings and other tasks as required by the Client Services Director.
- Maintain appropriate standards of confidentiality.

Qualifications Required:

1. Bachelor's degree in accounting or other related field, or sufficient combination of education and experience
2. Experience in nonprofit fund accounting and budget creation/management
3. Proficiency with Quickbooks and Microsoft Office, particularly Excel
4. Can be relied upon to act ethically, with integrity, and in compliance with relevant laws and regulations
5. Superior attention to detail
6. Demonstration of cultural awareness, sensitivity, and competency

Qualifications Preferred:

1. Experience working with state and federal grants
2. Demonstrated effectiveness in working on teams to accomplish mutual goals

Reports to: The Finance Director of the Orange County Rape Crisis Center

Hiring Range: \$22/hour

The Orange County Rape Crisis Center is committed to fostering the leadership of people of color, Native people, immigrants and refugees, low-income people, LGBTQ+ and trans people, people with disabilities, survivors of sexual and/or domestic violence, and people living in the many intersections of these experiences. We strongly encourage people from these communities to apply and will not discriminate on the basis of race, ethnicity, color, socioeconomic class, gender identity, gender expression, sexual orientation, sex, religion, disability status, citizenship status, age, veteran status, or national origin.