



Job Title: Bookkeeper / Accounting Associate

Company: Asian American Christian Counseling Service, Alhambra, CA
Immediate Opening in Alhambra, CA

About Us:

New Dawn Christian Family Services is a 501(c)(3) non-profit organization providing Christian counseling services through our mental health clinic, Asian American Christian Counseling Service. We are seeking a Part-Time Bookkeeper/Accountant with a keen eye and attention to details, multi-tasking skills, and strong problem solving abilities to support our family of clinicians.

Position Responsibilities:

Revenue Cycle

- Collect and record day sheets information into accounting system
- Reconcile payments to day sheets and make bank deposits
- Process and record donations into donor database and accounting system
- Provide administrative support for fundraising events
- Issue tax receipts to donors

Payroll Cycle

- Prepare for Pay Detail Reports for each clinician
- Prepare bi-weekly payroll and initiate direct deposits
- Process payroll and remit payroll taxes

Accounting Cycle

- Pay bills and supplier invoices in a timely manner
- Process accounting requests and reimbursements
- Document all financial transactions into accounting system
- Conduct monthly bank reconciliations
- Conduct periodic reconciliations of all accounts to ensure their accuracy
- Maintain the chart of accounts and maintain an orderly bookkeeping filing system
- Comply with local, state, and federal government reporting requirements

Other Responsibilities

- Provide reports to the Administration Team and external accountant
- Provide clerical support and perform other admin duties as assigned by supervisor

Position Requirements:

- Associates degree or higher in business administration, accounting, or relevant field
- Experience using QuickBooks Online (QBO)
- Applicants must agree with and adhere to the New Dawn Statement of Faith
- Applicants are subject to Live Scan and background check
- Applicants will provide one professional reference and one personal reference (ministry related reference preferred)

All applicants applying for U.S. job openings must be authorized to work in the United States. For immediate consideration, please send your resume to Dan.Jeung@aaccs.org.

New Dawn Christian Family Services is an Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.