

Company/Organization:

Our Saviour Center

Location:

4368 Santa Anita Ave., El Monte, CA 91731

Full/Part Time:

30 Hours Part time

Closing Date:

November 30, 2016

Position Title:

Finance Administrator / Bookkeeper

Job Summary:

Job Description – Financial Administrator / Bookkeeper

The Finance Administrator / Bookkeeper is responsible for the preparation and maintenance of financial records and reports for Our Saviour Center. S/he provides financial support to the Executive Director through bookkeeping, payroll, banking and reporting services.

Qualifications

Degree or diploma in business or administration and certification in bookkeeping or financial Management. Minimum 3 years recent related experience, ideally with a not-for-profit organization. Must have accounting software experience, preferably MIP Fund Accounting.

Compensation:

This is a part time position of 30 hours per week.

\$20/hour, not negotiable. Benefits and Pension included

Minimum Qualifications:

Minimum 3 years recent related experience, ideally with a not-for-profit organization. Must have accounting software experience, preferably MIP Fund Accounting.

To Apply:

Resume Options

Fax to (626) 579-2689

Email to: Info@Our-Center.org

Mail to: Office Manager

Our Saviour Center

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