



We are hiring! Bookkeeper

Background & Description:

[Presence Quotient](http://www.presencequotient.org)®, also known as Presence, is a Christian 501(c)(3) non-profit organization that provides tools and training for individuals and families to apply Christian values to their everyday lives, bridge the cultural and generational gaps, and be equipped to lead and serve in their communities. Website: www.presencequotient.org

We are seeking a **Bookkeeper** to join our team at our City of Industry office.

Duties and Responsibilities include:

1. Collect mail, administer bank deposits.
2. Process accounts receivable in Quickbook and issue donation receipts; process accounts payable in Quickbook and issue checks.
3. Process payroll, including approved salary deductions such as federal and state income taxes and social security.
4. Prepare quarterly and annual payroll tax filing; prepare annual W2 and 1099.
5. Prepare and maintain cash flow, budget, full set of books, including journals, General Ledger, Trial Balance, financial reports and management reports.
6. Maintain bank account and Paypal account, prepare reconciliation.
7. Establish close liaison with CPA for year-end filing to IRS.
8. Complies with federal, state, and local legal requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
9. Refine system to account for financial transactions, defining bookkeeping policies and procedures as needed. Document procedures.
10. Provide office administrative support.
11. Filing all documents as needed, organize and save documents in Presence's server.

Qualifications:

- Detail-oriented. Independent thinker. Self-learner. Organized. Professional.
- Relevant experiences.
- Computer proficiency: Quickbook, Microsoft Office (Word, Excel), Google applications.
- A serving heart. Humble attitude. Good Christian values.

Position Type: Full-time/Part-time

Requested Documents: Resume & Cover Letter, Two references (name, relation, phone no. and email).

Location: City of Industry, CA

Contact Information: Vanessa Lai, HR Director. Email: hr@presencequotient.org Office: (626) 810-5200