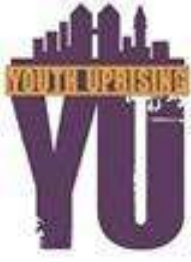


Youth UpRising

JOB DESCRIPTION



Position Title: Bookkeeper

Reports To: Director of Finance

Status: Full Time (40 hours per week)

Compensation: \$45-55K commensurate with experience. **100% Employer-Paid Medical, Dental, Vision and Life Insurance Premiums.** PTO, 401(k) and Flex Plans also offered.

About Youth UpRising

Our mission is to transform East Oakland into a healthy and economically robust community by developing the leadership of youth and young adults and improving the systems that impact them. Located in the heart of East Oakland, YU is a neighborhood hub offering young people services and programs to increase physical and mental wellbeing, community connection, educational attainment, and career achievement among youth members.

Bookkeeper Position Summary

The Bookkeeper will work to ensure the smooth internal operations of the organization through, among other things, maintenance of the accounting systems, office infrastructure, information systems and reporting. The Bookkeeper position requires someone whose passion for Youth UpRising's vision is matched with experience, exceptional organizational skills, keen attention to detail, high standards and a strong work ethic.

Primary Responsibilities

Provide general bookkeeping support including but not limited to:

Finance

Bookkeeping

- Work in conjunction with the Director of Finance as a liaison between YU, outsourced accounting firm and vendors
- Produce monthly grant billing
- Maintain and reconcile various schedules
- Process bi-weekly youth payroll. Ensure appropriate forms and approvals associated with payroll, including staff time sheets, are completed accurately and on-time
- Prepare various payment request forms
- Ensure proper invoice coding
- Generate monthly vendor invoices
- Organize, reconcile and maintain all logs and transactions on a monthly basis
- Clerical assistance with invoicing (creation, processing, digital and hard copy files, etc.)

Youth UpRising
JOB DESCRIPTION

Bookkeeping (continued)

- Organize and prepare invoices and request forms for transmission to outside bookkeeping service
- Maintain contract documents
- Make bank deposits
- Filing
- Other duties as needed and assigned.

Qualification Requirements

- ACCOUNTING CLERICAL EXPERIENCE – **At least 3 years accounts receivable/payable experience in the nonprofit sector required.** Proficient in Excel and all Microsoft Office applications. Completion of accounting coursework preferred. Applicants who possess grant billing and payroll processing experience strongly encouraged to apply.
- IMPECCABLE ETHICAL INTEGRITY – Highest levels of personal and professional integrity with an ability to maintain confidential information concerning personal, financial or medical matters.
- ORGANIZATION – Well organized, detailed and creative problem solver with consistent follow-up and follow-through skills.
- DETAIL ORIENTATION – Motivated to complete basic and routine tasks. Ability to enter data with speed and accuracy. Excellent organizational skills and ability to handle multiple tasks.
- STRONG COMMUNICATION SKILLS – Exceptional oral and written communication skills including the demonstrated ability to research, assimilate and analyze information, compose documents, and present data in a clear and concise manner to appropriate personnel.
- Valid driver's license required.

Start Date: Immediate Opportunity. Applications accepted until position is filled.

How to Apply: Email resume and cover letter to talent@youthuprising.org and include "Bookkeeper" -- [Your Name]" in the subject line.

Youth UpRising is an Equal Opportunity Employer. Youth UpRising strives to reflect the diverse community it serves. Applicants who contribute to this diversity are strongly encouraged to apply.