

Bookkeeper I Job Description

Purpose and Responsibilities

Under the direction of Senior Finance Staff, the Bookkeeper I is responsible for data entry, filing, record keeping, and assisting with day-to-day agency financial operations.

To apply, submit your resume and a cover letter or personal statement about why you are interested in working at Lumina Alliance.

Job Duties

- Assist with weekly preparation of accounts payable
- Record electronic transactions into QuickBooks
- Record and manage company Credit Card expenses & reimbursements
- Assist with ensuring that all transactions are properly authorized and well-documented records are maintained
- Assist with payroll preparation, processing, & reporting
- Assist with preparing monthly invoices for grants
- Process cash receipts and record deposits in Quickbooks
- Assist with the preparation of the agency's various government filings
- Assist with preparation of annual budgets, annual audits, and monthly financial reports
- Strictly adhere to Lumina Alliance's Confidentiality Policy; be responsible for protecting all confidential client materials and information
- Work in collaboration with the entire finance team to reach deadlines
- Participate in regular all-staff meetings and other Lumina Alliance meetings

Preferred Qualifications

- Education in accounting or finance, or equivalent experience, preferred
- Fluency in English is required; additional fluency in Spanish is preferred
- Ability to learn new technologies and software; Experience with Microsoft Office, Google Suite and QuickBooks (Desktop and Online)
- Understanding of non-profit grant funding, preferred
- Ability to efficiently prioritize tasks and manage competing deadlines
- Ability to work independently with minimal supervision

- Works closely, cooperatively, and collaboratively with others
- Ability to frequently and clearly communicate with supervisor and other staff
- Ability to follow through with assigned tasks
- Ability to handle sensitive issues with discretion and confidentiality
- Demonstrates cultural humility and awareness when working with diverse populations

Key Characteristics

- Desire to learn and share knowledge
- Interest in working in an office environment
- Planning to pursue work in non-profit sector, finance & accounting, or general office environments
- Compassionate, empathetic, non-judgmental

Requirements

- Must satisfactorily pass a Live Scan background check, paid for by the employer
- Completion of Lumina Alliance's 65-hr California State Certified Sexual Assault and Domestic Violence Crisis Counselor Training (provided as on-the-job training)

Position Title: Bookkeeper I

Reports to: Senior Finance Staff

Hours: Monday - Friday, 20 hours per week

Location: San Luis Obispo County

Salary Range: \$21.00 - \$23.64 (Bilingual differential of \$1/hr if applicable)

Benefits

- Paid Time Off including 16 paid holidays
- Opportunities to accrue additional PTO
- Various opportunities to engage in internal committees on paid time, such as the DEI Committee
- Family friendly workplace and generous pet accommodations
- Opportunities for growth within the Organization

ABOUT LUMINA ALLIANCE

Lumina Alliance is a non-profit 501(c)(3) organization created by the merging of RISE and Stand Strong in July 2021. Their mission is to empower those impacted by sexual and intimate partner violence through innovative advocacy, healing, and prevention programs.

Services include 24/7 crisis and information line, case management, restraining order assistance, legal assistance, accompaniment and advocacy, emergency shelters, transitional housing, individual and group therapy, and robust prevention education. For more information, please visit www.LuminaAlliance.org

Lumina Alliance is an at-will and an Equal Opportunity Employer and does not discriminate against applicants due to race, ethnicity, gender, religion, national origin, veteran status, or on the basis of disability.

Lumina Alliance is a Drug-Free Workplace.