

Accounting Clerk KidWorks

Date: June 22, 2009

Job Title: Accounting Clerk

Mission: To restore at-risk neighborhoods, one life at a time.

About the Organization:

KidWorks, an established non-profit service organization located in Central Santa Ana is seeking a part-time entry-level Accounts Payable/Accounts Receivable Clerk to assist the Director of Finance in performing accounting procedures. *KidWorks* restores at-risk neighborhoods one life at a time and creates an environment that is gang-free in which youth and families thrive in mind, body, and spirit. We focus on holistic services for the community through preschool, after-school tutoring, leadership development, adult education, and health care in a neighborhood center along with a facility that provides a tutoring lab, library, resource center, computer labs and recreation room.

About the Position:

The part-time Accounts Payable/Accounts Receivable Clerk is responsible for performing all clerical functions related to accounts receivable and payable, and for maintaining related files and records. This is a great opportunity for a college student majoring in accounting to learn non-profit accounting first-hand in an organization committed to developing young leaders.

Qualifications:

EDUCATION Requirements:

- Financial and managerial accounting courses

Qualified candidates “**MUST HAVE**” experience:

- At least 1 years AR/AP or Accounting experience
- An aptitude for math
- Excellent written and verbal communication skills
- Strong computer skills and proficiency with Microsoft Word, Excel, Outlook and QuickBooks
- Self motivated and good multi-tasking skills
- Extremely organized and punctual
- Desire to learn

“**WOULD LIKE TO HAVE**” skills:

- Bilingual (Spanish)
- Non-profit grant reporting experience
- Budgeting

Compensation: Base Salary \$15 per hour, 15-20 hours per week

To Apply / Contact Information:

If interested, please fax or email resume to Zajid Cova at zajid@kidworksonline.org
Fax 714.834.9494

Deadline: July 13, 2009