



## **Bay Bay Area Chinese Bible Church Announces an Employment Opportunity as Bookkeeper A/R (Part-Time 25-28 hrs/wk)**

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### **Position:**

Bookkeeper Accounts Receivables (Part-Time)

### **Hours:**

25 to 28 hours per week (Monday-Friday, with occasional Sunday assist to "teller" volunteers)

### **Reports to:**

Finance Director

### **Summary:**

Our organization is seeking an experienced Bookkeeper to assist in managing our day-to-day accounting and finance requirements serving the ministries of Bay Area Chinese Bible Church and the educational ministries of the church: Coastline Christian Schools, and Tiny Treasures Preschool. Confidentiality, excellent organization skills, and accuracy are important qualifications for this position, as well as good customer relations, and the ability to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, is reliable, and committed to consistently meeting deadlines.

### **Job Duties:**

1. Maintain accounts receivable billing system and posting charges and payments for school tuition and fees.
2. Record and deposit revenues from tuition and fees and donor contributions.
3. Process ACH for electronic fund transfers.
4. Prepare Bank Accounts reconciliations.
5. Create budget performance and transaction detail reports.
6. Support church volunteers in the "teller" ministries by assisting in depositing donor contributions and tracking donations and fundraising data.
7. Support Finance Director on other accounting tasks and special projects as assigned.

### **Qualifications:**

1. Education in Accounting or related field or work experience.
2. Proficiency in Microsoft Office (Excel and Word) and QuickBooks,
3. Experienced in account receivable billing.
4. Experienced in data entry and accurate record keeping.
5. Experienced in bank account reconciliations.
6. Ability to communicate clearly with customers in person, in writing or by telephone.
7. Ability to multi-task, work independently, as well as collaboratively with team members .

Obtain Employment Application on our website at [bacbc.org](http://bacbc.org)  
or contact Human Resources at [wenna.wong@bacbc.org](mailto:wenna.wong@bacbc.org) or 510-522-0200 ext. 2306  
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