



Grand Parlor Office
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NATIVE DAUGHTERS OF THE GOLDEN WEST
FULL CHARGE MULTI-CORPORATIONAL BOOKKEEPER

If you are looking for a challenging position to showcase bookkeeping skills for a non-profit organization that manages four charities, consider becoming part of our team.

Mission: The mission of the Native Daughters of the Golden West, as one of the oldest associations of diverse California born leaders, is to preserve California's history and better the quality of life through active participation in education and community service.

Purpose: To ensure fiscal responsibility in the operations and support of charitable programs and to provide timely financial information and analysis.

Employment Type: Part Time (24 - 32 hours a week)
Location: San Francisco, CA/ On-Site

Core Competencies Required

- Integrity
- Experience
- Communication – Oral and written

Essential Duties

- Financial Reports
- Accounts Payable/Receivable
- Payroll
- Money-Handling and Banking
- City, State & IRS Forms Submittal

Required Skills

- Use of computer software programs and internet.
- Payroll Input
- Online Banking
- Multi-Corporational experience.
- Understanding of non-profit financial management.
- Monitoring budgets for four charitable entities.
- Proficient in communication skills.

Qualifications

- Bachelor's Degree in business or finance preferred.
- Work experience in non-profit financial management preferred.
- Experience in QuickBooks software with payroll interface preferred.
- Ability to use Microsoft Office, especially MS Word and Excel.
- Excellent interpersonal skills with a positive attitude.

Native Daughters of the Golden West (NDGW) is an equal opportunity employer.

Compensation: Salary range is negotiable depending on experience.

Applications for the position can be found on the organization's website: www.NDGW.org and submitted along with a Resume via email to: GrandParlor@ndgw.org.