



Grand Parlor Office
543 Baker St.
San Francisco, CA 94117-1405
Website: www.ndgw.org

Phone: (415) 563-9091
Fax: (415) 563-5230

Email: GrandParlor@ndgw.org

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

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

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
- Accounting skills
- Organizations skills

Essential Duties

- Financial Reports
- Full General Ledger
- Accounts Payable
- Accounts Receivable
- Payroll
- Money-Handling and Banking
- Nonprofit Reports
- Coordination with C.P.A.
- Billings to Parlors (Chapters)

Required Skills

- Use of computer software programs and internet
- Payroll
- Online Baking
- Multi-Corporational experience
- Understanding nonprofit financial management
- Proficient in communication skills
- Ability to multi-task

Qualifications

- Bachelor's Degree in business or finance preferred.
- Work experience in non-profit financial management preferred.
- Experience in QuickBooks software with payroll interface required.
- 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 via email to: GrandParlor@ndgw.org.