



VIETNAMESE COMMUNITY OF ORANGE COUNTY, INC.

“A NON PROFIT ORGANIZATION SINCE 1979”

Main Office: 1618 West First Street, Santa Ana, CA 92703

Phone: (714) 558-6009 – Fax: (714) 558-6120

Website: www.thevncoc.org

Job Description

Bookkeeper/Administrative Assistant

Summary

Under the supervision of the Operations Manager, the Bookkeeper/Administrative Assistant to assist the Operations Manager and the Accounting Department in all aspects of accounting, as well as general office work. Varied duties include account payable and receivable, bookkeeping and recording, and general office assistance.

Essential Functions

- Perform personal bookkeeping services.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Operate computers programmed with accounting software to record, store, and analyze information.
- Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
- Classify, record, and summarize numerical and financial data in order to compile and keep financial records, using journals and ledgers or computers.
- Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.
- Reconcile or note and report discrepancies found in records.
- Receive, record, and bank cash, checks, and vouchers.
- Monitor status of loans and accounts to ensure that payments are up to date.
- Transfer details from separate journals to general ledgers and/or data processing sheets.
- Compile budget data and documents based on estimated revenues and expenses and previous budgets.
- Calculate costs of materials, overhead and other expenses, based on estimates, quotations and price lists.
- Match order forms with invoices and record the necessary information.
- Comply with federal, state, and agency (VNCOC) policies, procedures, and regulations.
- Perform general office duties such as filing, answering telephones, and handling routine correspondence.
- Collect and verify timesheets
- Perform any other functions as needed by management and agency.

Minimum Qualifications - Knowledge, Skills and Abilities Required

- Bachelor's Degree from an accredited institution in the U.S. with concentration in Accounting, Finance or related fields
- Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Knowledge of arithmetic, algebra, statistics, and their applications.
- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- Knowledge of Quickbook and/or Peachtree.
- Operate 10-key calculators, typewriters, and copy machines to perform calculations and produce documents.
- Ability to do some travel for conferences, meetings, and trainings.
- Verification of employment eligibility.
- Pass background check.

Physical Requirement

- In the course of performing this job, the incumbent typically spends time sitting, standing, walking, typing, filing, listening and speaking.

If you are interested in this position please send your resume to Tricia Nguyen at ttnguyen@thevncoc.org.