

# WORKING PARTNERSHIPS USA

## **Job Announcement Bookkeeper (part-time) – San Jose, CA**

### **THE OPPORTUNITY**

Working Partnerships USA (WPUSA) is a public policy, research and advocacy organization dedicated to improving the lives of working families in Silicon Valley. We are looking for a part-time (15-20 hours per week, flexible hours between 9am and 5pm) bookkeeper.

This person will perform a variety of basic and routine accounting functions related to accounts receivable and accounts payable. Must be proficient at working with multiple entities and projects. Must be proficient with QuickBooks.

### **JOB ESSENTIALS**

- Full cycle accounts payable
- Full cycle accounts receivable
- Mastery of QuickBooks a must
- Highly detail-oriented and able to meet deadlines
- Proactive and self-starter, willing to work in fast-paced environment
- Reconcile, post and pay credit card statements
- Review and pay expense reports
- Respond to vendor inquiries in a timely, efficient manner
- Assist with annual audit
- Assist with new employee orientation

### **EDUCATION/EXPERIENCE**

Degree in accounting preferred. Minimum 3-5 years' experience performing similar work.

### **COMPENSATION**

Competitive Salary, with paid sick leave, paid vacation, and paid holidays (all prorated for part-time basis)

Please send your resume to [jobs@wpusa.org](mailto:jobs@wpusa.org) and only include "Bookkeeper" in the subject line. Also, include a cover letter stating why you are interested in working for WPUSA and include your salary requirement.

**Working Partnerships USA is an equal opportunity employer that does not discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, sexual orientation, or any other prohibited category. We strongly encourage women, people of color, LGBTQ, and all qualified persons to apply for this position.**