

## Bookkeeper

The LRT seeks an individual to join our team as a Bookkeeper. The selected candidate will be working with the Latino and Latina Roundtable's committees, the LRT Board, and Executive Director to maintain the financial records, generate reports, and process payroll. The ideal candidate would be familiar with Quickbooks and has experience working in a non-profit office environment.

### Responsibilities:

- Record day to day financial transactions in checkbook ledger and Quickbooks.
- Enter data, maintain records and generate financial records and reports.
- Handle payroll in a timely manner.
- Provide the accountant with information required for tax forms & reporting.
- Bank reconciliation.
- Other duties as assigned by the Director.

### Requirements:

- Previous bookkeeping experience preferred
- Understanding of bookkeeping and accounting principles
- Data entry skills
- Accuracy and attention to detail
- Ability to oversee accounting and financial records
- Familiarity with Quickbooks software is preferred

**Compensation:** Part-time position with an hourly rate of \$20 per hour. This position is available immediately. This position does not offer benefits, other than what is required by law.

**Additional information:** Work duties require the person to be on site often at the office in Pomona, CA. Location address is -

Latino and Latina Roundtable  
1460 E. Holt Avenue, Room 6 (Solidarity Center @ the Village)  
Pomona, CA 91767

TO APPLY: Submit resume, cover letter, and three references to [Lmira@latinolatinaroundtable.org](mailto:Lmira@latinolatinaroundtable.org). Position opened until filled.

The Latino and Latina Roundtable is an equal opportunity employer and we strongly encourage all qualified persons to apply. If you have questions about the position, please email [Lmira@latinolatinaroundtable.org](mailto:Lmira@latinolatinaroundtable.org) or call (909) 480-6267.