

## Lotus Bloom

555 19th Street, Unit 131  
Oakland, CA 94612  
510-735-9222  
www.lotusbloomfamily.org



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## Assistant Bookkeeper Internship Short Term Position

Dates: Now to Dec 2022

Weekly Hours: 15 hours per week

Compensation: Stipend of \$900 per month

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### **THE LOTUS BLOOM MISSION:**

*Providing a safe, welcoming and inclusive space to traditionally underserved populations to come together as a community to provide children with a rich learning foundation.*

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### **Description of the Role**

*The Assistant Bookkeeper's role at Lotus Bloom is to accomplish/achieve the following:*

- Ensure the financial success of Lotus Bloom by supporting the Book keeper to track budgets, expenses, and accounts receivable
- Assist Bookkeeper and handle administrative duties to support the finance department

### **Purpose Statement**

*Distinguishing characteristics that enable a Assistant Bookkeeper to be very effective are:*

- Strong attention to detail with the ability to methodically complete recurring tasks.
- Informed on the organization's various grants in order to meet deadlines for receiving funding. Track what's coming in and going out.
- Interpersonal skills that facilitate conversation across departments to help colleagues report expenses in an accurate and timely manner.
- Upholds Lotus Bloom's mission and values of providing direct services to families

### **Job Description**

*Key Duties and Responsibilities*

- Input payable financial transactions into QuickBooks.
- Maintain financial records and files
- Make copies, print checks, send mail, and other administrative duties as assigned
- Download & enter monthly credit card statements and work with cardholders to classify expenses.
- Download payroll reports from payroll service & enter entries into QuickBooks.
- Duties to be performed onsite
- Assist bookkeeper with producing timely reports, including but not limited to:
  - Monthly closing checklists
  - Annual 1099 forms
  - As requested, budget and spending reports for funders

Please submit resume and cover letter to: Jessica Stelzer [bk@lotusbloomfamily.org](mailto:bk@lotusbloomfamily.org)