



Position Details

Job Title: Accounting Clerk
Reports to: Director of Finance
Status: Full-Time, Non-Exempt
Pay Rate: \$17.50

Job Description:

This position performs vital support to the financial innerworkings of the largest non-profit in the Central Valley; The Fresno Mission and its 4 interrelated organizations. Supporting 130 other employees, this position will ensure accounting functions are in compliance with the Fresno Mission's policies and procedures, along with all government regulations. Working in QuickBooks and other software to process many different types of accounting transactions, this position is critical to the overarching mission to helping people in crisis and life-insecurity.

Who you are:

- Someone who brings excellence to everything you do.
- Detailed-oriented. You recognize that small numbers matter.
- Able to handle sensitive information with integrity.
- Someone who doesn't mind working inside because you know that what you do is helping the people outside.
- Someone who works independently, gets the job done, and strives to do more for the team.

What you'll do:

- Data entry for all fees, receipts, invoices, requisitions, vouchers, and related operating reports for multiple locations.

- Post requisitions, receipts, and disbursement information to appropriate general ledger accounts.
- Assist in balancing accounts by running tapes, proofreading, etc.
- Work with management, reviewing and preparing invoices for payment.
- Process check runs and assists in credit card billing and payroll.
- Assists in bank deposits, clerical records, and daily mail.
- Prepares various reports and processes journal entries.
- Performs other duties as assigned

Bonus Points:

- You have the flexibility to adapt to change and do things differently today than yesterday.
- You tend to pick up pennies in the parking lot and leap tall buildings in a single bound.
- You looooooove numbers. Numbers have meaning! Numbers are your friend.

Requirements:

High School diploma

2 years' experience in bookkeeping / accounting preferred

Experience in Microsoft Office Suite including Word and Excel

Experience in QuickBooks Online

A mature walk with Jesus Christ and able to articulate Biblical beliefs and their application within the context of the Fresno Mission. All employees of Fresno Mission are an integral part of the outreach ministry of a non-denominational, evangelical ministry sharing the gospel of Jesus Christ through transformational programs that provide food, shelter, clothing, education, job training and renewal of families to the poor and addicted. Due to the nature of these types of ministries, it is an absolute necessity that each employee possesses and maintain a Christian testimony of their faith and experience in Jesus. Must be in agreement with the Statement of Faith of the Fresno Mission.

Application Process:

Individuals interested in being considered for this position should email the following documents:

1. Letter of interest which includes a narrative detailing how you believe you qualify for this position.
2. An updated resume. Show us who you are!
3. The names, email addresses, and phone number of three references.

Please email all documents to HR@fresnomission.org

No phone calls