

We are a nonprofit local daycare center. We have been serving children 2-5 years old for over 50 years in the community. Our school is looking for Full-Time Bookkeeper/Secretary.

Responsibilities include:

- Accounts Receivable and Accounts Payable
- Reconciliation of Bank Accounts
- Payroll
- Preparation of audit related schedules and maintenance of all internal financial schedules as required
- Basic Accounting
- Preparation of tax return
- Knowledge of Quickbooks, Microsoft Excel and Word

Salary range is \$38,000-45,000 depending on experience. (12.27.23 updated)

Benefits include paid holidays/vacations, health insurance, and Simple IRA.

Bilingual Chinese (Mandarin & Cantonese) and English Required.

Work Schedule is Monday- Friday from 8:30am – 5:30pm.

Interested applicants, please send resume to chinatowndaycare@yahoo.com.