



Job Description

Position Title:	Bookkeeper
Reports to:	Controller
Department:	Finance
FLSA Status:	Non-exempt
Type:	Regular, Full-Time
Salary Range:	\$60,000-\$70,000 (DOE&Q)
Workplace Type:	Primarily an in-person position with occasional opportunities for remote work
Work Location:	Anaheim, CA

About the Role

The Bookkeeper at Anaheim Transportation Network (ATN) is a critical support role within the finance team. This position is responsible for routine bookkeeping tasks, maintaining accurate financial records, and ensuring compliance with established financial policies and procedures. The ideal candidate has expertise in QuickBooks Online, strong attention to detail, and a collaborative approach to supporting the team.

Responsibilities

(This list outlines the general scope of the position and is not exhaustive.)

- **Transaction Processing:** Accurately enter financial transactions into QuickBooks Online, following established financial policies and procedures.
- **Vendor Management:** Assist with vendor onboarding, including collecting required documents, and setting up profiles in the accounting system.
- **Accounts Payable:** Process and upload bills and invoices for review and approval.
- **Data Entry & Filing:** Organize and maintain purchase orders, contract records, inventory, and other financial documents.
- **Reconciliations:** Assist with monthly bank reconciliation to ensure accuracy in financial records.
- **Document Management:** Maintain organized records for purchase orders, contracts, inventory, procurement, and financial agreements.
- **Grant Compliance Support:** Assist with tracking and managing expenses related to grants, ensuring compliance with funding guidelines and financial reporting requirements.
- **Report Preparation:** Prepare and review documents, records, and forms for completeness, accuracy, and compliance with applicable rules and regulations.
- **Payroll Support:** Help prepare and verify payroll data under the guidance of the Finance Administrator.
- **Expense Tracking:** Monitor and document departmental credit card transaction to ensure policy compliance.
- **Reporting Assistance:** Collaborate with the Finance Administrator to provide data for internal and external financial reports.



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- **General Support:** Provide additional assistance to the Finance Administrator and Controller as needed to maintain departmental efficiency.

Knowledge and Experience:


- **Education:**
 - Associate degree in Accounting, Finance, or a related field; equivalent experience may substitute
 - Certification in QuickBooks Online is highly desirable
 - Bachelor's degree in accounting is preferred but not required
- **Experience:**
 - Minimum of 2 years in bookkeeping, finance, or similar financial role
- **Skills:**
 - Proficiency in QuickBooks Online
 - Familiarity with financial reconciliation, payroll support, and vendor management
 - Strong knowledge of Microsoft Office Suite, especially Excel
 - Attention to detail and accuracy in financial record-keeping
 - Ability to work collaboratively in a team setting.
 - Strong organizational skills managing multiple tasks and maintaining clear financial records

Additional Requirements

- A valid California Driver's License (CDL) preferred
- Must provide proof of eligibility to work in the U.S.

Equal Employment Employer

Anaheim Transportation Network (ATN) is an Equal Opportunity Employer and does not discriminate against any applicant or employee on the basis of race, color, sex, religion, national origin, age, disability, or any other consideration made unlawful by applicable local, state, or federal laws.

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