



CENTRAL AMERICAN RESOURCE CENTER
CENTRO DE RECURSOS CENTROAMERICANOS

Job Title: Bookkeeper

Status: 100% FTE

Compensation: \$80K - \$85K & generous employee benefits

Reports To: Deputy Director

Program Address: CARECEN SF Main office in San Francisco, California

About the Central American Resource Center –CARECEN of Northern California www.carecensf.org :

CARECEN SF empowers and responds to the needs, rights, and aspirations of Latinx, people who migrate and under-resourced families in the San Francisco Bay Area –Building leadership to pursue self-determination and justice.

Rooted in cultural strengths and inspired by the Central American justice movements, CARECEN SF envisions a diverse immigrant community where families prosper, build effective community institutions, and actively participate in civic life. Founded in 1986 by Salvadoran refugees and allies, CARECEN SF is a 501(c)(3) nonprofit organization dedicated to advancing social justice and human rights.

Core Pillars

- **Excellence in Social Services:** Delivering holistic, client-centered services that address immediate needs and removing barriers to a successful social, cultural, economic and civic integration and self-sufficiency.
- **Advocacy at Local, State, and Federal Levels:** To secure policies and resources that protect human rights, due process, promote restorative justice and health equity.
- **Transnational Vision:** Strengthening ties to countries of origin, building solidarity across borders, and advocating for protections and consular services for people who migrate in countries of origin, transit and destination.

Programs

- Immigration Legal Services
- Family Wellness & Health Promotion
- Second Chance Youth Program & Tattoo Removal Clinic
- Community Building

All of our programs are supported by key back-bone teams including Administration, Communications & Marketing, and Community Engagement & Advocacy, as well as our Board of Directors. These teams collaborate with direct service programs to ensure



alignment with organizational goals, strategic communication, impactful programs and community engagement.

Impact

Each year, CARECEN SF connects with an estimated 2,500 to 3,000 individuals. We seek to remove barriers to a successful integration, to housing, food, economic and health security and equity. Our staff are bi-lingual and culturally responsive. Outcomes for program participants include access to work authorization documents, connection to critical social services, increased social connections, and leadership opportunities

For more detailed information about CARECEN SF and our programs, please visit our website: www.carecensf.org.

Bookkeeper Role & Responsibilities

- Maintain accurate financial records, including accounts payable, accounts receivable, and general ledger entries.
- Process invoices, expense reports, and payments in a timely manner.
- Manage billing processes, ensuring accuracy and timely follow-up on outstanding accounts.
- Assist in reconciling bank statements and financial accounts monthly.
- Assist in preparing monthly financial reports, including Profit & Loss statements, Balance Sheets, and program budgets.
- Assist in collecting and organizing employee timesheets for payroll processing.
- Support payroll processing, including payroll allocation bi-monthly, and ensure compliance with payroll regulations.
- Allocation of shared and indirect costs appropriately.
- Follow financial and legal guidelines for private, city, and state grants.
- Assist in preparing monthly and quarterly billing for city and state contracts.
- Support the execution of tax filings and the annual fiscal audit report.
- Participate in annual organizational budget development and quarterly budget reviews.
- Organize and maintain financial documents, records, and reports.
- Perform general bookkeeping data entry.
- Participate in special projects and tasks as assigned.

Qualifications

- Bachelors' degree and/or relevant work experience.
- A minimum of 5 years of experience managing non-profit fiscal operations
- Strong organizational skills and ability to successfully complete administrative tasks efficiently and on a timely basis
- Excellent interpersonal skills – ability to work effectively with a diverse group of people, including agency staff, funders, community partners, program participants and other key stakeholders



- Strong verbal and written communication skills (bi-lingual English Spanish and/or other language a plus)
- Attention to detail
- Strong computer skills and proficiency in financial tools, including QuickBooks, Microsoft Office (Word, Excel, Access, Outlook) on PC systems
- Is personally driven, takes initiative, able to manage multiple tasks efficiently, and works well independently, as well as in a team setting
- Commitment to advancing racial and social justice, equity and inclusion of all people

This position works under the supervision of CARECEN's Deputy Director and closely with CARECEN's program staff and administrative team.

Salary & Benefits

CARECEN SF offers a competitive salary based on experience. Our comprehensive benefits package includes health, dental, and vision insurance, a 401(k) plan with matching contributions, long-term disability, and life insurance.

We are committed to fostering a culture of wellness, professional growth, and work-life balance. Benefits include weekly wellness activities such as yoga, annual office closures for staff recharge beyond vacation and sick time, and ongoing opportunities for professional and leadership development.

CARECEN SF is an equal opportunity employer. Employment decisions are based on programmatic fit, merit, qualifications, and competence. We are dedicated to pay equity, cultural inclusivity, and a diverse workplace. We strongly encourage BIPOC and LGBTQIA+ individuals to apply. Qualified applicants will receive full consideration without regard to age, race, faith, gender, sexual orientation, disability accommodations, or national origin.

Application Process

This position is open until filled.

Qualified individuals are encouraged to email a resume and cover letter to jaime@carecensf.org For questions or more information, please contact Jaime Aragon, Executive Leadership & Special Projects Manager.



CENTRAL AMERICAN RESOURCE CENTER
CENTRO DE RECURSOS CENTROAMERICANOS

