



## Bookkeeper

**Status:** Non-Exempt

**Hours:** 40 hours/week; Monday-Friday 8:30 am–5:00 pm

**Pay:** \$4,832 – \$5,873 monthly, CalPERS benefits package included

### Impact the future!

Connecting Point is seeking an experienced Bookkeeper to assume a collaborative role on our fiscal team. The Bookkeeper will work closely with the Chief Financial Officer, Chief Operation Officer, and the Executive Director on making sure Connecting Point's fiscal responsibilities are met. This includes, but not limited to, invoicing, maintaining General Ledger, accounts receivable/payable, and assisting with audit prep. We are seeking an individual that has experience with Quickbooks and billing portals.

### About Connecting Point

Connecting Point is a regionalized public agency dedicated to providing programs and services that promote the health and independence of the people of our communities. Connecting Point is funded with multi-county, state, and federal dollars and is currently experiencing a significant growth phase.

### To Apply:

Email your resume and cover letter to Tim Giuliani at [timg@connectingpoint.org](mailto:timg@connectingpoint.org).

Open until filled. Persons with disabilities encouraged to apply.