



Position: Full Charge Bookkeeper
Reports to: Executive Director
Date: March 4, 2017

About Us

Children's Fairyland is a non-profit fairytale-themed park dedicated to providing a magical fantasy world where young children can create, imagine, play, and learn. The 10-acre park opened in 1950 and provides a way for children to learn through fairy tales, storybook sets, play-acting, gentle rides, arts and crafts, animals, puppet theatre and children's theatre programs. Fairyland serves over 220,000 guests per year, Children's Fairyland is a valuable community resource that promotes literacy and celebrates diversity.

Responsibilities

Responsible for monthly Balance Sheet and Income Statement, A/R, A/P, Payroll, Workers Comp and Health Benefits calculations, Budget process, 401k program, and annual company audit. Other than accounting oversight, this position will handle all the necessary accounting financials and any requested further analysis.

Education and Experience

- 5 years relevant work experience
- Must operate in GAAP
- Understanding of credits and debits is absolutely mandatory.
- Education in accounting, not just follow software
- Experience with non-profit organizations, a plus
- Strong working knowledge of Microsoft Word and Excel
- Excellent organization and time management skills
- A successful track record with QuickBooks

Pay and Work Schedule

- This is a part-time, non-exempt position that works Tuesday, Wednesday, and Thursday mornings in downtown Oakland.
- Compensation DOE.

To Apply

No phone calls please. Please include a cover letter and current resume in the body of the email addressed to:
Email: cj@fairyland.org, Subject: Full Charge Bookkeeper.