

## JOB RECRUITMENT ANNOUNCEMENT

The Chinese Friendship Association of Portland (“CFAP”) is seeking a part-time bookkeeper position to support our operation. A job description for the position is provided below. If you or someone you know who is interested to apply, please email either Pulin Wang or Paul Ip at the following email address:

Pulin Wang [pwang@portlandcfa.org](mailto:pwang@portlandcfa.org) or

Paul Ip [pip@portlandcfa.org](mailto:pip@portlandcfa.org)

In the email, please mention your full name (Chinese name, optional), address and phone number. We will send you an application form via email.

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Job Title: Contracted Part-time Bookkeeper

Summary of Position: This is a part-time position to help CFAP process all the accounts payable and payroll transactions. The number of hours per week is no more than 25 hours. There is a lot of flexibility depending upon the workload for a particular week. The bookkeeper is expected to work from home with the exception of attending a once-a-month board meeting where necessary. The bookkeeper will use CFAP’s bookkeeping software to process all the accounting transactions. This position is reported to CFAP’s Treasurer.

Who is CFAP: CFAP is a 501(c) (3) not-for-profit and community-based organization established in 1993 primarily for the purpose of serving the Chinese community with an extended role of serving the Asian community. Our mission is to foster greater cultural understanding among Oregonians, provide educational opportunities to the public to learn about the immigrant story and their tradition and customs, build a bridge of cultural awareness and understanding, ethnic tolerance, and strive for a more harmonious existence, assist recent Chinese immigrants in Oregon and Vancouver, WA to be productive and committed members of their communities, provide civic leadership training for youth, and conduct programs in health and youth education. Our programs are financially supported by a combination of public funds and self-raised funds.

Eligibility: Candidates must have at least two years of accounting experience.

Accounting degree is preferable but not necessary.

Fluent in English. Understanding Mandarin is preferable but not necessary.

Must have a flexible work schedule.

Agree to a two-year contractual agreement with option to renew upon mutual consent.

Job Description:

1. Record all daily accounts payables and payroll related ledgers of all CFAP activities including grant activities per our chart of accounts using CFAP owned QuickBooks software.
2. Process electronic payments per payment limits.

3. Process monthly payroll per timesheet records. Send payroll information to bank for ACH payments or issue payroll checks.
4. Verifying timesheet records in accordance with the grant contract, employment contract and the like.
5. Attend monthly board meeting.
6. Follow and enforce the CFAP Finance Policy.
7. Report all bookkeeping related matters to the Treasurer.
8. Work with the audit team to ensure that the annual audit performs successfully.
9. Review grant contracts to ensure that the areas related to AP and payroll are properly executed.
10. Prepare and submit billing per grantor's request and done in a timely manner.
11. Perform monthly account reconciliation.

Application:

Interested candidate must contact us by email as noted above. Application form will be sent to the candidate in order to arrange a Zoom or in-person interview.