

# Full Charge Bookkeeper/Controller

*Mount Madonna Center* is offering a unique opportunity for someone interested in serving within a well-established residential yoga community and retreat center.

Mount Madonna Center is located on 380 acres of redwood forest and meadows overlooking Monterey Bay on the central coast of California. The community and its activities have been inspired by the yoga teachings and example of Baba Hari Dass. Please visit the Mount Madonna Center website for more detailed information about our community and facilities.

## **Job Summary:**

There is a position open for a part-time (20 hours/week) experienced bookkeeper who is familiar with all aspects of bookkeeping, including account reconciliation, budgeting and audit. The person would interact with Accounts Payable, Accounts Receivable, Payroll, and our several on-land subsidiaries. There is room to grow, both in hours and in responsibility. The rate of pay will be determined by the level of experience. Depending on the candidate, there is a possibility of coordinating a similar bookkeeping position with our related organization, Mount Madonna Institute, for a full-time position including medical benefits.

## **Qualifications**

- The applicant should be self motivated, cooperative, flexible, and interested in being part of a long standing community dedicated to service. Strong leadership qualities, good communication and interpersonal skills are essential.
- Ideally the applicant should have 3-5 years of experience in accounting fundamentals and/or training or degree equivalent to an AA or BA Degree in Accounting.
- The applicant must have a sound knowledge of double-entry accounting and the ability to quickly develop a clear understanding of our unique accounting system. Our current software is Sage 300. Proficiency in MS Excel is a must.
- The applicant should be comfortable in a medium sized non-profit and be interested in developing their skills in budgeting, satisfying audit requirements, and AP and AR review.

**Residential Position Available**

While not required, this position does offer the possibility of residency. Those interested in joining our multigenerational residential community of practice would be open to living in an intentional yoga community, engaging with others in a positive way, and keeping a clean and sober environment. The community asks everyone to abide by the vegetarian guidelines while on the property. Housing and all meals are included in an affordable activity fee. More details about the residential agreements will be provided during the interview.