



## Job Details

Payroll/HR Clerk/Assistant Bookkeeper  
Fresno, California, United States

**Date Posted:**

June 1, 2017

**Education:**

See Below

**Min Pay Rate:**

\$ 12.00

**Max Pay Rate:**

\$ 14.00

**Job Type:**

Full Time

**Company Name:**

Fresno Rescue Mission, Inc.

**Contact:**

No Phone Calls please. Please send resume either/by: Mail: P.O. Box 1422 Fresno, CA 93716.

Fax: 559-320-0318 or Email: HRFMR@fresnorm.org.

**Website**

[www.fresnorm.org](http://www.fresnorm.org)

**Job Summary:**

Work with management reviewing time and attendance documents, processing payroll utilizing Payroll Service, prepare posting from payroll to general ledger. Review payroll records along with employee PTO records. Human Resource responsibilities will include creating new employee files, assisting with hire process, posting job and updating employee records. Assist in balancing accounts by running tapes, proofreading, etc. Work with management reviewing and preparing invoices for payment and entering into accounting software. Input all company credit card receipts and make payments. Responsible for check preparation; Responsible for checking in and out of all company credit cards while maintaining proper procedures. Fill out and distribute Purchase Orders as needed. Maintain cash received in Mission offerings, special events and recycling sales, including counting and recording data; maintaining records associated with such cash receipts; assists in preparation of deposits for bank courier; Files clerical records, reports pertinent to accounting personnel; proofreads documents for accuracy. Performs other duties as assigned.

**Requirements:**

High School or diploma equivalent; 2 years' experience in processing payroll with responsibilities for garnishment processing and general understanding of wage and hour laws of California; must have experience in Microsoft Office products (Word, Excel and Adobe); QuickBooks data entry skills required; WPM 35; be able to communicate effectively and professionally with co-workers, and in general public; demonstrate a Christ-like behavior and attitude in all duties and responsibilities; perform all job functions per the employer's expectations and comply with all conditions, terms of employment.

**Application Process:**

Individuals interested in being considered for this position should mail the following documents: 1) a letter of interest which includes a narrative detailing how the candidate fulfills each of the required and preferred items listed under Qualifications, 2) resume, and 3) the names, email addresses and telephone numbers of three references who can provide current assessments of the candidate's qualifications for the position.

#### MISSION STATEMENT:

The Fresno Rescue Mission endeavors to glorify God by meeting the spiritual and physical needs of the least, the last and the lost in our community.

#### OUR VISION:

Recognizing the teachings of Jesus, that the least, the last and the lost will always be in our midst, we will partner with the Christian community, social services agencies, businesses, families and individuals to meet the spiritual and physical needs of all men, women and children in our community.

#### OUR VALUES:

Christ-centered by treating the least, the last and the lost with love and compassion.

#### STATEMENT OF FAITH:

*We believe the Bible to be the inspired, the only infallible, authoritative Word of God. (2 Timothy 3:15-17; 2 Peter 1:20-21).*

*We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (1 Timothy 3:16; Matthew 28:19; Ephesians 4:4-6; 1 Peter 1:2; Romans 8:14-17).*

*We believe in the deity and humanity of Christ, born of a virgin, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, His present rule as Head of the Church, and in His personal return in power and glory. (Luke 1:30-35; John 1:14, 5:39; 2 Corinthians 5:21; 1 Corinthians 15:3-4).*

*We believe that for the salvation of lost and sinful humankind, regeneration by the Holy Spirit is absolutely essential and that we are saved by grace through faith, apart from works; that the sinner who repents and personally accepts the finished work of Christ on the cross becomes a child of God, is made a new creature, and is indwelt by the Holy Spirit. (Ephesians 2:8-9; John 1:12, 3:36; 2 Corinthians 5:17; John 14:17; Hebrews 9:11-14).*

*We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life. (John 14:17; John 16:13-15; Romans 8:14-17).*

*We believe in the resurrection of the saved and their eternal life with God, and the resurrection of the lost and their eternal separation from God. (1 Corinthians 15:53; Job 19:25-27; John 3:16; 1 Thessalonians 4:13-18; Revelation 20:5-6, 20:11-15).*

*We believe in the spiritual unity of believers in our Lord Jesus Christ, with equality across racial, gender and class differences. (1 Corinthians 12:13; Ephesians 2:13-14).*

#### SPIRITUAL GOALS:

The spiritual goals of the Fresno Rescue Mission are as follows: To lift up and glorify the Savior.

To preach, teach and witness concerning the redemptive (saving) and life changing power of Jesus Christ.

To see men, women and children come to have a personal encounter with Jesus.

To build up in the faith and lead to maturity those who have come to know Christ as Savior and Lord through life changing and discipleship programs that includes such things as: Bible studies, prayer, empowerment of the Holy Spirit, personal discipline, constructive work and service to others.

To promote a spirit of unity and cooperation with other like-minded Christians that we might all work together for the cause of Christ.