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## Job Description

### FULL CHARGE BOOKKEEPER

Full Charge bookkeeper needed for flexible part time position, approximately 10 hours per week.

The Bookkeeper reports to the Executive Director and is responsible for, but not limited to, maintaining the day-to-day accounting functions, accruals, financial statement preparation, and performing general accounting functions, as required. The essential job duties shall include, but not be limited to, the following:

- Full cycle Accounts Receivable, including preparation of monthly invoices and maintaining customer and vendor records
- Accounts Payable including: purchase orders and vendor records maintenance
- Multiple Bank reconciliations for depository accounts
- Reconcile all balance sheet accounts; reviewing for input accuracy and prepare monthly reports and journal entries, as needed
- General ledger maintenance
- Prepare weekly bi-monthly
- Administration of quarterly business and payroll taxes
- Prepare monthly financial statements for Board Meeting, review with Treasurer in advance of meeting
- Maintain required business documents
- Prepare annual 1099s
- Assistance with the annual budget and audit process
- Maintain financial document retention files
- New vendor setup and maintenance
- Vendor statement reconciliation and discrepancies
- Deposit and cash reports
- Prepare and/or review of all expense reports for accuracy and proper expense disclosure
- Limited procurement duties, including online ordering
- Submit grant claims
- Assist with grant reporting and grant budget development
- Perform other related duties as may be requested by the Executive Director

#### REQUIREMENTS:

- Preferred: Bachelor's degree in Accounting
- Proficient in accounting software (3 years minimum experience)
- Extensive knowledge of Generally Accepted Accounting Principles
- 3-5 years Full Charge Bookkeeping experience
- Proficiency in Microsoft Office & Quickbooks
- Ability to prioritize and multi-task in a fast paced work environment
- Highly organized and detail oriented
- Able to complete tasks accurately and timely with minimal supervision
- Strong verbal and written communication skills
- Thrives in a collaborative, team player office environment
- Ability to interface well with staff and external contacts of the Authority
- Proven ability to maintain confidentiality
- Strong organizational skills

REPORTS TO: Executive Director

Job Type: Part-time

Salary: \$12.00 to \$15.00 /hour