



## **Bookkeeper**

**Position:** Part-Time / Hourly / Non-Exempt

**Supervisor:** Chief Financial Officer

**SUMMARY:** The Bookkeeper will participate in the agency's overall financial and administrative processes, mainly focused on all accounting processes and reconciliation.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Accounting:**

1. Manage full cycle accounting duties.
2. Reconciliation including payables, receivables and banking.
3. Ensure accuracy in the general ledger.
4. Maintain printed and digital financial records.

#### **General Duties:**

1. Adhere to Agency and Department policies and procedures

### **QUALIFICATIONS:**

#### **EDUCATION AND/OR EXPERIENCE:**

Associate degree required, Bachelor's degree preferred in accounting or business-related field and /or commensurate three or more years of experience.

#### **COMPUTER SKILLS:**

Knowledge of: Spreadsheet Software (Excel and Pivot Tables); Word Processing Software (Word); Electronic Mail Software (Outlook); Presentation software (PowerPoint).

**OTHER SKILL, ABILITIES, AND QUALIFICATIONS:**

- Advanced accounting and bookkeeping software experience; Sage Intacct experience desired.
- Federal Grant experience preferred.
- Excellent organizational, multi-tasking and time management skills.
- Compassionate, energetic and team focused.
- Comfortable in individual, group and public speaking environments.

**BENEFITS:**

This position is part-time, combination of in-office/remote work, beginning immediately.

**HOW TO APPLY:**

A resume and cover letter should be submitted to [jobs@osdtn.org](mailto:jobs@osdtn.org). No phone calls please. Selected candidate must pass a drug test and background check.