



Bookkeeper

Position: Full Time / Salary / Non-Exempt

Supervisor: Chief Financial Officer

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Accounting:

1. Record day-to-day financial transactions and complete the posting process.
2. Process accounts receivable and payable.
3. Reconciliation including payables, receivables, 401K and bank accounts.
4. Process checks.
5. Update, maintain and ensure accuracy in the general ledger.
6. Maintain printed and digital financial records.
7. In concert with assistant controller and CFO, assist with certain HR functions and month-end and year-end closing.

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 full-time at 40 hours/week beginning immediately. It includes an excellent PTO policy including 12 paid holidays; 401K; and subsidized medical, dental and vision benefits. After a 30-45 day in-office onboarding period, a hybrid work schedule may be accommodated.