



## **Bookkeeper**

**Position:** Full Time / 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. Records day-to-day financial transactions and complete the posting process.
2. Processes accounts receivable and payable.
3. Reconciliations including payables, receivables, 401K and bank accounts.
4. Processes checks.
5. Updates, maintains and ensures accuracy in the general ledger.
6. Maintains printed and digital financial records.
7. In concert with Senior Accountant and CFO, assists with certain HR functions and month-end and year-end closing.

#### **General Duties:**

1. Adheres to Agency and Department policies and procedures.
2. Participates in Agency and Department meetings and events, collection of data/information, and Quality Improvement Monitoring and Review.
3. Performs other duties as designated by supervisor or agency

### **QUALIFICATIONS:**

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

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

- Veteran, preferred.
- Comprehensive knowledge of or experience in the Middle Tennessee region's Veteran, community (especially homeless), housing, employment services and resources.
- Comprehensive knowledge of or experience in health, mental health and substance abuse services and resources.

- Excellent customer service skills: energetic, outgoing, engaging and personable.
- Excellent multi-tasking and time management skills.
- Compassionate, energetic and team focused.

**BENEFITS:**

Fun, mission driven culture; excellent PTO policy; 401K and subsidized health care, dental and vision plan.

**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.

**As of Sep 2023**