



Job Description - Bookkeeper

Position Title: Bookkeeper

Position Description: This is a non-exempt regular part-time 20 hours per week. The Bookkeeper is responsible for maintaining day-to-day accounting, finance requirements and reports. Confidentiality, excellent organizational skills and accuracy are important qualifications for this position, as well as the ability to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines. Duties will include recording Payable & Accounts Receivable, Bank Deposits. Posting payroll hours and Invoicing Admin support as needed Experience with the following software is a plus: QuickBooks and Salsa.

Qualifications: High school degree required, with at least one year's experience working with an accounting system. Knowledge of QuickBooks or similar accounting system. Detail-oriented. Solid computer skills, including proficiency with Microsoft Office products, including Excel. Good oral, written and communication skills. Capable of working independently and able to relate to the Finance Committee and Board of Directors with information and possible presentations. Prior office experience desired. Current child abuse clearance and criminal background check are required. Physical qualifications include the ability to lift up to 25 lbs and to bend, stoop, sit and stand.

Specific duties include the following:

- Entering all bills into the QuickBooks system, following account assignment information provided by the Business Manager on each bill.
- Prepares and monitors all monthly billing, creating checks for all recorded bills utilizing established policies, procedures, and tracking systems.
- Oversees cash controls including the depositing and posting of cash receipts and gift cards.
- Completing payroll tasks and sending payroll information to the payroll company.
- Ensures appropriate assignment of departmental expenses and supporting documentation is executed and maintained
- Prepares and enters journal entries and maintains appropriate sub schedules for Balance sheet accounts.
- Posting donations and making deposits into the QuickBooks system.
- Preparation of financial reports for monthly board and delegate meetings
- Assists in the preparation of the annual financial budget, annual audit schedules, tax reports, and any state-required reports.
- Oversees the preparation and maintenance of vendors' files, records and reports.
- Oversee all acknowledgments of donations and pledges, including follow-up as needed
- Relates to the Business Manager and the Board Treasurer and participates in the development of the annual budget with the Business Manager and the Finance Committee.

- Performs all other tasks or duties as assigned.

This position reports directly to the Business Manager. Please forward cover letter and resume to pcrc@pottstowncluster.org