
Job description

Job Description - Bookkeeper

Position Title: Bookkeeper

Position Description: This is a regular full-time 40 hours per week position, responsible for entry, processing and maintaining of all accounts payable and accounts receivable. Position is an in-office role, with some flexibility for remote work, when appropriate or necessary.

Qualifications: Proficient with accounts payable (A/P), accounts receivable (A/R), reconciliations, payroll, invoicing, and preparing county invoices and financial reports. Some college experience preferred, with at least one year's experience working with an accounting system. Proficient in MS Office - Outlook, Excel & Word. Proficient in QuickBooks or similar accounting system and Bookkeeping Knowledge. Detail oriented. Solid computer skills. Good oral, written and communication skills. Capable of working independently and able to relate to

Finance Committee and Board of Directors with information and possible presentations. Prior office experience desired. The ability to meet deadlines. The ability to communicate complex data in a clear way. Exceptional organization skills. The ability to prioritize projects. Physical qualifications include ability to lift up to 25 lbs. and to bend, stoop, sit and stand. Current child abuse clearance, criminal background check, and FBI fingerprint screens are required.

Specific duties include the following:

Accounts Payable - expense report reconciliations, bank wire transfers, coding vendor invoices and matching invoices with POs and packing slips. Research and resolve vendor invoice and payment issues. Other A/P related duties as needed.

Accounts Receivable - invoice clients, including government grant invoices, process incoming customer payments. Perform day to day A/R transactions. Make electronic deposits to the bank.

Credit Card Reconciliation

Manage payroll through the Payroll Service.

Prepare grant invoices and reports

This position reports directly to the Director of Finance

Job Type: Full-time

Pay: ~~starts at~~ \$17.00 per hour .. *will consider experience to determine actual rate*