



## JOB DESCRIPTION

**Title:** Bookkeeper

**Employee Classification:** Non-exempt, Part-time, hourly \$18.00/HR

**Work Schedule:** 15 hours per week, flexible schedule

**Reports To:** Director of Operations

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

<p>1. 75% <b>MAINTAIN QUICKBOOK</b></p> <ul style="list-style-type: none"> <li>• Record and reconcile all deposits and till sheets</li> <li>• Update accounts payable and assist on check runs</li> <li>• Record all receivables</li> <li>• Conduct PayPal and bank reconciliation</li> <li>• Run financial reports</li> <li>• Keep accounts reconciled</li> <li>• Manage administrative support by submitting invoices, bills and receipt</li> </ul>	<p>2. 25% <b>MAINTAIN SUPPORTIVE FINANCIAL PROCESSES:</b></p> <ul style="list-style-type: none"> <li>• Report budgets and cash flow</li> <li>• Keep depreciation up to date</li> <li>• Assist in quarterly filling reports</li> <li>• Manage administrative support by submitting invoices, bills and receipts</li> <li>• Assists in overseeing payroll</li> <li>• Set up and maintain payment systems for recurring vendors</li> <li>• Assist with annual reporting and budgeting</li> </ul>
---	---

## JOB QUALIFICATIONS

**EDUCATION:** B.A. Required

**EXPERIENCE:** Bookkeeping experience required, QuickBooks experience highly preferred. Experience working in or with a non-profit preferred. Familiarity with a fast-paced work environment helpful.

**SKILLS & ABILITIES:** Strong computer skills, extremely organized, ability to multi-task, ability to self start, must work well independently and take instructions from supervisor. Must be flexible and confidential.

Upon hire, please sign below stating you have read and understand the above job description.

Employee's Signature

Dat