

Currently there is a full-time opening for a Bookkeeper (35 hours/week) who will participate in the day-to-day activities of the Accounting Department. The individual in this role will work with the accounting team to achieve overall agency goals and initiatives.

Essential Duties:

- Data entry of payables and receipts
- Preparation of transfers
- Weekly bank deposits
- Weekly check run
- Bi-weekly payroll posting
- Monthly bank statement and credit card reconciliations
- Monthly expenditure reports
- Semi-annual petty cash audits
- W-9 maintenance and annual filing
- Other duties as assigned

Qualifications: To perform this job successfully, an individual must be able to perform each of the essential duties noted above satisfactorily. The qualifications listed below are representative of the knowledge, skills and abilities required for this position.

- Knowledge of accounting, bookkeeping and general office practices
- Computer literate including experience with accounting software and Microsoft Office products
- Prioritize and manage multiple deadlines
- Adapt to interruptions and shifting priorities
- Detail-oriented and organized
- Strong problem-solving skills
- Communicate clearly, concisely and effectively
- Work both independently and as part of a team
- Develop working relationships with a wide range of individuals
- Maintain confidentiality of sensitive information

Education & Experience: A combination of experience, education and training that provides the knowledge, skills and abilities will be considered.

- 2 year degree with emphasis in accounting preferred; other education with 2 years' work experience may substitute for accounting degree
- 2 years' work as a bookkeeper or related experience

Licenses or Certificates: None

Physical Demands / Working Conditions: The physical demands here are representative of those that must be met by an employee in a business office environment to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Work is performed in an office environment with a low noise volume. While performing the duties of this job, the employee is frequently required to read, speak, stand, walk, sit and use a computer keyboard and monitor
- May lift up to 25 lbs.