



Bookkeeper

SUMMARY

Under direct supervision, and as part of the accounting team, performs standard level full service bookkeeping functions to ensure prompt payment of bills, invoicing for grants/contracts, recording of cash receipts, processing of payroll and completion of required reports / audits. As assigned by Finance Supervisor, rotates functions with other bookkeeping/accounting staff. Rotation of functions provides checks and balances as required under GAAP and includes processing work and review of other bookkeeper/accounting staff work. Minimizes risk to the organization by ensuring transactions are authorized, appropriate and bank balances are maintained.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE

Associate's degree (A.A.) or equivalent from a two-year college or technical school. Bachelor's degree (B.A) is preferred. Two to three years of related accounting experience in mid to large size firm using commercial accounting software with an Accounts Payable module. Applicants must be proficient in Word and Excel. Knowledge of Abila (formerly Sage) MIP accounting software is a plus. Experience with other accounting software modules such as accounts receivables, purchase orders, payroll and/or encumbrances is desired.