



<b>Job Title</b>	<b>Bookkeeper (Part-time 20-25 hours per week)</b>
<b>Reports to</b>	Chief Executive Officer
<b>Salary Range</b>	\$20-\$25 per hour

**Job Description:** The ideal candidate will be detailed oriented, highly organized, and proficient in QuickBooks. This position will work closely with the CEO to manage bookkeeping and accounting functions and the COO to support grant management functions.

**Essential Duties and Responsibilities:**

**The following is not an exhaustive list of responsibilities. This list of essential duties and responsibilities is intended to provide a representative summary of the major duties and responsibilities performed. Incumbents may be required to perform other job-related tasks other than those specifically presented in this job description.**

**Fiscal Management**

- Work with the CEO on annual finance planning/budgeting processes and prepare the annual operating budget.
- Prepare monthly journal entries, profit/loss, and balance sheet financial statements.
- Submit payroll changes to payroll provider semimonthly for processing.
- Send new employee hire forms to payroll provider.
- Produce financial statements and reports when needed.
- Coordinate the annual single audit and IRS 990 form with an independent CPA. Oversee licensing, Secretary of State reporting, annual property tax exemptions, insurance and reporting requirements.
- Ensure efficient functioning and documentation for all financial systems including receipts, disbursements, billing, bookkeeping, budgeting and accounting.
- Responsible for all grant accounting duties for a diverse portfolio of federal and state contracts and private grants, ensuring compliance with funding sources, preparation and submission of reports and invoices, labor and cost allocation, reconciliations, budget modifications and closeout functions.

**Administrative**

- Participate in agency staff meetings, fundraisers and other activities as assigned
- Enhance professional growth and development through activities such as professional affiliations, conferences, workshops, etc.
- Perform other duties as assigned and/ or requested.



**Job Requirements:**

**Minimum Education:** Minimum of a BA

**Minimum Experience:** 3 years preferred, Proficient in QuickBooks, Nonprofit experience preferred

**Job Specific Knowledge, Skills, Experience:** Must have excellent written and verbal communication skills; The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area.

Interested candidates should email a resume and cover letter to Kaci Rackley at [krackley@julievalentinecenter.org](mailto:krackley@julievalentinecenter.org)