

CARES, Inc.

Job Description: Bookkeeper

Position Title: Bookkeeper/Administrative Assistant
Direct Supervisor: Executive Director/Director of Operations
FLSA: Non-Exempt

Position Responsibility: To manage day to day financial activities of the organization and provide clerical support to the Executive Director and Director of Operations.

Position Duties

Accounts Receivable (15%)

Log deposits into QuickBooks. Maintain documentation and records regarding funds received.

Accounts Payable (15%)

Process agency invoices in a timely manner. Maintain documentation and files regarding expenditures.

Payroll (15%)

Process payroll on a biweekly basis. Review timesheets to ensure accuracy. Maintain records, including timesheets, paycheck stubs and transaction details.

Bank Reconciliation (15%)

Review agency's financial transactions. Ensure that complete documentation is appropriately filed. Reconcile QuickBooks records with agency's bank account.

Receptionist/Clerical (15%)

Answer telephone, take accurate messages. Compose and type appropriate thank you letters for donations. Compose and type other correspondence as needed. Fill in routine forms. Copy and file agency correspondence. Copy and distribute forms. Other duties as needed.

HMIS Data Entry (15%)

Enter service center client data into HMIS program.

Service Center Support (10%)

Assist service center coordinator as needed. Assist executive director and director of operations as needed. Perform other duties as determined by the executive director.

Minimum Qualification Requirements

Education: High school diploma. Bookkeeping, computer and clerical training preferred.

Skills: Knowledge of QuickBooks, Microsoft Works and Excel. Strong interpersonal skills which allow for effective communication with diverse population of individuals and families in crisis, public and staff.

Experience: Prefer five years experience. However, education and knowledge can be considered in lieu of experience.