

Job Description: Bookkeeper



Qualifications:

- Solid Christ life/prayer life essential
- Organized, dependable, punctual, friendly, loving
- Ability to interact and communicate with culturally diverse, psychological or behavioral challenged population
- Demonstrates spiritual, social, emotional and intellectual maturity
- Honesty and integrity a must
- Able to keep confidentiality and unity an utmost priority
- Organized and dependable

This position is part-time (about 5 to 10 hours per week), with a few weeks that require more than 10 hours. Keeps records of financial transactions in GiftWorks/QuickBooks.

Duties:

- Calculate employee wages from time cards, prepare and submit employee payroll bi-weekly through direct deposit.
- Pay all payroll taxes and other licensing fees when due.
- Prepare withholding, Social Security and other tax reports.
- Enter donations into GiftWorks/QuickBooks.
- Record deposits and take to bank in Walworth.
- Prepare monthly and year-end giving receipts for donors.
- Prepare and send monthly invoices for program fees.
- Compile and submit monthly financial reports for the Board of Directors, as well as other reports requested by Executive Director.
- Reconcile and balance all accounts on a monthly basis.
- Track and process all bills to be paid; as well as recording auto deduct bills.
- File billing statements and other bookkeeping paperwork.
- Discuss with Executive Director when transfers are necessary from Designated Funds to checking account, and identify where the monies are allocated.
- Miscellaneous other tasks as may be required, per Executive Director or Office Manager.