



POSITION: Full Charge Bookkeeper
REPORTS TO: Controller
CLASSIFICATION/FLSA: Contract Worker

POSITION SUMMARY:

The Bookkeeper will support the accounting and financial operations of the organization assisting with Accounts Payables, Accounts Receivables, and provide administrative support to the Controller. This is a contract position of up to 10-16 hours per week.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Recording day-to-day financial transactions such as but not limited to:
 - Account Payables transactions –from receipt of invoices/requests to check disbursement
 - Credit charge transactions
 - Donations
 - Prepare monthly client rental assistance payments.
- Prepare bank deposits
- Maintain organized online and physical filing system of accounting department records
- 1099 preparation
- Assist with general ledger entries when needed
- Assist with grant invoicing preparation when needed
- Running reports, as needed
- Assist accounting department with fiscal monitoring reviews, annual audits and tax preparation, as needed
- Special projects and additional tasks, as needed by the Controller

QUALIFICATIONS:

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Emotional maturity.
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Forward looking thinker, who actively seeks opportunities and proposes solutions.
- Ability to multi-task and manage multiple deadlines
- Have a general interest in the agency's mission and have the ability to articulate this mission and role to others

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Education: Associate's Degree in Accounting or Bookkeeping Certificate
- Familiarity with 501©3 financial requirements
- Minimum 5 years of bookkeeping experience
- QuickBooks preferred, and open to grow to other accounting systems
- Microsoft Excel, a plus
- Computer literate

MANDATORY REQUIREMENTS:

- Successful completion of background screening

CONTRACTOR SERVICES INFORMATION:

- Start Date: ASAP
- Rate: Negotiable
- Apply: HR@upwardboundhouse.org