

## **BOOKKEEPER**

### **QUALIFICATIONS**

1. Minimum of two years' experience of performing business accounting functions
2. Professional level knowledge of MS office products, specifically Excel
3. Nonprofit or government accounting experience
4. Experience with Abila MIP or similar accounting software
5. Strong attention to detail, accuracy, organization and deadlines
6. High ethical standards, trustworthiness and discretion with knowledge of confidential information
7. The ability to manage multiple projects simultaneously
8. The ability to contribute to a harmonious team spirit while maintaining professional objectivity
9. Valid driver's license and proof of auto insurance
10. Commitment to the mission of Big Brothers Big Sisters
11. Commitment to the role as advocate to BBBSNEI's culture of distinction that revolves around our core values of safety, integrity, passion, customer service, excellence, ownership, and communication.

### **EDUCATION**

Two to four-year degree in finance, accounting, business administration or related field

### **POSITION RESPONSIBILITIES**

1. Maintain the corporations accounting and fixed assets systems
2. Work with the Finance Director to coordinate the annual audit and ensure the accurate and timely filings of local, state and federal government reporting requirements and tax filings
3. Prepare and deliver, in a timely manner, monthly financial reporting to the organizations board of directors and managers, including, but not limited to, statement of revenue and expenses, statement of financial position, cash projection and other department reports
4. Manage the general ledger and the timely processing of accounts payable, accounts receivable, invoicing and check processing, and bank reconciliation
5. Data entry of donor information into a donor database
6. Processing of bi-weekly payroll
7. Prepare monthly/annual reports and documentation for grant funders
8. Other duties as assigned

### **SUPERVISION**

1. Reports to the Finance Director
2. 90 Day Review and Annual Reviews

### **SALARY AND BENEFITS**

Starting salary range: \$35,000 - \$45,000 annually dependent upon qualifications and experience  
Available benefits: Health Insurance, Long Term Disability, Life Insurance, Vision Insurance, Dental Insurance & PTO after 60 Days. 401k after 90 days.

## ACKNOWLEDGEMENTS

**Employee:** I have reviewed this job description with my supervisor and acknowledge receipt.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor:** I have reviewed this job description with my employee.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Human Resources**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_