



<b>Job title</b>	<i>Bookkeeper</i>
<b>Reports to</b>	<i>Director of Transportation</i>

#### Job purpose

Thrive Allen County is looking for a skilled part-time Bookkeeper to maintain Allen Regional Transit's financial records, including purchases, donations, payroll, and payments. The bookkeeper will work closely with the Director of Transportation to create and analyze financial reports. Ultimately, the Bookkeeper's responsibility is to accurately record day-to-day financial transactions of the organization.

#### Duties and responsibilities

##### **Financial Management:**

- Record day-to-day financial transactions and complete the posting process.
- Verify that transactions are recorded correctly.
- Prepare organization for yearly audit. Collaborate with auditors during annual audits and other financial reviews. Provide necessary documentation and support to ensure nonprofit regulations and accounting standards compliance.
- Prepare and generate 1099 forms for contractors accurately and in a timely manner, adhering to IRS guidelines and regulations.
- Enter data to maintain records, reports, and financial statements.
- Process accounts receivable/payable.
- Handle payroll in a timely manner.
- Maintain accurate vendor accounts.
- Pay bills according to their payment terms, ensuring all bills are paid on time and allowing for payment discounts where applicable.
- Monitor office and transportation expenses.
- Reconcile and pay credit card statements.
- Reconcile daily sales and donations and make deposits.
- Develop monthly financial statements, including cash flow, profit and loss statements and balance sheets for Board of Directors and Director of Transportation.
- Assist in the development and monitoring of the organization's budget.
- Ensure compliance with grant requirements by accurately tracking and documenting expenditures, preparing financial reports, and providing supporting documentation as needed.
- Maintain accurate records of donor contributions and pledges.

- As needed, help develop and maintain financial policies and procedures that promote sound financial management practices and internal controls.
- Maintain accurate files.
- Use proper accounting practices.

#### **Other Responsibilities:**

- Participate in leadership meetings to discuss direction of ART and present financial data.
- Stay up to date on nonprofit financial policies and procedures and human resource law and how it pertains to ART's operations.
- Other duties as needed.

#### **Qualifications**

- Proven bookkeeping experience
- Solid understanding of basic bookkeeping and accounting payable/receivable principles
- Proven ability to calculate, post and manage accounting figures and financial records
- Data entry skills
- Hands-on experience with spreadsheets and proprietary software
- Proficiency in MS Office
- Customer service orientation and negotiation skills
- High degree of accuracy and attention to detail
- QuickBooks knowledge, preferred
- Experience with grants a plus
- Experience working with nonprofit organizations a plus

#### **More Information**

- This is a part-time, hourly position paid between \$19.23/hr and \$24.00/hr, depending on experience. Average between 15-20 hours per week.
- Thrive Allen County and Allen Regional Transit are an EOE
- Thrive Allen County and Allen Regional Transit places a high priority on team players and community-minded individuals

To apply send your resume, cover letter, and writing sample to [jobs@thriveallencounty.org](mailto:jobs@thriveallencounty.org)