

THRIVE ALLEN COUNTY

Job title	<i>Bookkeeper</i>
Reports to	<i>CFO</i>

Job purpose

Thrive Allen County is looking for a skilled part-time Bookkeeper to assist the CFO in maintaining financial records, including purchases, donations, payroll, and payments. The bookkeeper will work closely with the CFO to create and analyze financial reports. Ultimately, the Bookkeeper's responsibilities are to accurately record day-to-day financial transactions of the organization and grant-funded initiatives.

Duties and responsibilities

Financial Management:

- Assist in recording day to day financial transactions and complete the posting process.
- Verify that transactions are recorded correctly.
- Assist in preparing organization for yearly audit. Provide necessary documentation and support to ensure nonprofit regulations and accounting standards compliance.
- Assist in preparing and generating 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.
- Assist in processing accounts receivable/payable.
- Assist in handling payroll in a timely manner, as needed.
- 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.
- Reconcile and pay credit card statements.
- Assist in reconciling daily sales and donations and make deposits, as needed.
- 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.
- Maintain accurate files.
- Use proper accounting practices.

Other Responsibilities:

- Process payment requests and provide accurate financial reports for grants
- Participate in meetings to discuss grants and present financial data.
- Stay up to date on nonprofit financial policies and procedures and human resource law and how it pertains to Thrive Allen County's operations.
- Other duties as needed.

Qualifications

- Proven bookkeeping experience
- QuickBooks knowledge, preferred
- 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
- Experience with grants a plus
- Experience working with nonprofit organizations a plus

More Information

- This is a part-time, hourly position paid \$20/hr - \$25/hr, depending on experience. Average between 20-30 hours per week.
- Thrive Allen County is an EOE
- Thrive Allen County places a high priority on team players and community-minded individuals

If you are interested in this position, please send your resume, cover letter, and references to dakota@thriveallencounty.org