



Job Description –Part Time Bookkeeper

JOB TITLE: Part Time Bookkeeper

DEPARTMENT: Fiscal

JOB CLASSIFICATION: Part Time, Non Exempt

HOURS: Minimum of 21 Hours per week.

COMPENSATION: Commensurate with experience and educational trainings

DESCRIPTION: Under the supervision of the Fiscal Director the Part Time Bookkeeper will be tasked with maintaining records of all financial transactions of the organization in keeping with all governing laws applicable to Non-Profit Organizations.

JOB RESPONSIBILITIES:

Bookkeeping data entries into FundEZ Accounting Software.

Perform reconciliation of all bank accounts.

Reconcile financial records with source documents.

Preparation of audit related schedules.

Preparation of internal financial schedules and provide information for management use as needed.

Responsible for maintaining electronic records of all fiscal related documents.

Performs other Fiscal Department related work as required.

Qualifications:

- Minimum of a High School Diploma to be considered.
- Microsoft Office Software skills.
- FundEZ Accounting Software skills desired.
- Highly organized with demonstrated attention to detail and timeliness.
- Excellent oral and written communication skills.
- Ability to work independently and as a team member.
- Proven ability to maintain the flexibility necessary to adapt, respond, and meet the needs of a non-profit organization.