



The Purple Door Job Vacancy

POSITION TITLE: Bookkeeper

STATUS: Full-Time

To Apply: A completed employment application and assessments are required to be considered for employment. The online- application and assessments can be accessed at:

<https://www.ondemandassessment.com/link/index/JB-30937AABC>

PURPOSE/FUNCTION OF POSITION: Responsible for daily accounting duties of the agency, applying Generally Accepted Accounting Principles (GAAP) for transactions and records. Maintains agency financial records and documents. Assists the Business and Finance Director with the monthly and year-end accounting operations.

Duties include, but may not be limited to the following:

- Receipt and prepare appropriate bank deposits daily. Enter cash receipts into accounting program ensuring proper account coding.
- Process and record accounts payable transactions, assigning appropriate account coding, invoice/voucher numbers, grant information, and descriptions, reconciling invoices and statements for accuracy.
- Timely process cash disbursements ensuring all payments are made accurately and in accordance with policies and procedures.
- Maintain vendor information and records.
- Prepare and record government grant financial status reports and invoices, monitoring budgets and ensuring all supporting documents are included for submission.
- Assist Business and Finance Director in the preparation and documentation of general ledger journal entries.
- Act as backup for Payroll as needed, verifying accuracy of timesheets, mileage logs, deductions, and other payroll documents and timely processing payroll for all employees.
- Reconcile employee payroll deductions with General Ledger and Accounts Payable.
- Compute and deposit payroll taxes in a timely manner as required by law.
- Maintain grant financial records, fixed assets inventory, and Accounts Payable and Accounts Receivable records.
- Assist Business and Finance Director with annual financial audit and periodic grant audits, retrieving documents and producing appropriate reports as required.
- Attend and participate in agency functions as requested by the Business and Finance Director or the President and Chief Executive Officer.
- Maintain professional conduct and represent the Agency in a professional manner.
- Perform any other duties as assigned by the Business and Finance Director or the President and CEO.
- Attend all meetings and training as directed by supervisor.

EDUCATION: Associates or Bachelors degree required.

QUALIFICATIONS: Minimum of 3 years bookkeeping experience, strong accounting and organizational skills; assertive, and computer literate particularly in accounting area; experience with nonprofit and fund accounting preferred; high level of personal integrity is necessary; highly organized, flexible, and able to manage multiple priorities with ability to work with minimal supervision and meet deadlines; non-traditional hours to include some evening and weekend hours possible; some travel requiring a valid driver's license and a personal, insured vehicle for use on the job required.