

Bookkeeper

Job description

Position Description: This is a part-time position with an average of 80 hours per month, may increase or decrease based on workload. Flexibility in schedule is available as long as all relevant deadlines are met with accuracy of work. The primary duties of this position includes but is not limited to the following: billing and accounts receivable (including collections), accounts payable and payroll processing preparation for third party payroll processor. Must adhere to strict confidentiality concerning personnel/employee matters, wages and agency finances. The Bookkeeper is responsible for maintaining all aspects of the bookkeeping functions and system, processing payroll and ensuring compliance with financial procedures.

I. Responsibilities

- A. Responsible for billing and accounts receivable
- B. Responsible for processing accounts payable
- C. Responsible for biweekly payroll processing
- D. Maintain internal agency accounts
- E. Agency commitments

III. Position Qualifications

Must adhere to strict confidentiality of wage, payroll, personnel, client, financial and the financial status of the agency and other agency information. He/she must be at least 21 years of age, possess a valid driver's license. This individual must possess the knowledge of basic accounting principles. Requires a two-year associate degree in accounting and experience with accounting basics, accounts payable, accounts receivable in a computerized environment including use of accounting software; course work combined with commensurate experience may be considered in lieu of degree. Data entry is an essential function of this position—computer proficiency to include experience with accounting software and Microsoft Office. Requires attention to detail, ability to work in a self-driven manner, and ability to manage time effectively, prioritize and meet deadlines. Must pass CPS/APS central registry screening, criminal background checks and pre-employment drug testing. Must maintain professional demeanor and appearance.

Job Type: Part-time

Pay: From \$16.00 per hour

COVID-19 considerations:

All employees are required to be fully vaccinated against COVID-19 or submit a negative test result weekly and wear face coverings. If needed, requests for exemptions/ accommodations form are available and will be reviewed upon completion.