



## **Position Description: Bookkeeper**

March 2008

**Salary Range: \$31,250 - \$49,250 Full time equivalent**

**Status:** Part Time Regular Position, hours to be determined

**Supervisor:** Accountant

### **MINIMUM QUALIFICATIONS**

Two-four years experience managing and tracking performing full service bookkeeping, including accounts payable and accounts receivable. Must have experience with annual budgets comprised of multiple funding sources in public and non-profit sector. Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles required. Proficient in Microsoft Office software and in QuickBooks accounting software. Minimum education/experience requirements are a Bachelors Degree in finance, accounting, business administration or a related field. Experience may substitute for degree.

### **GENERAL DESCRIPTION OF POSITION**

The Bookkeeper provides confidential financial support for the Estuary Partnership. The position is primarily responsible for organization day to day financial record keeping. The bookkeeper is responsible for ensuring that all transactions are recorded accurately. The bookkeeper brings the *books* to the trial balance stage. The position must be experienced in use of relevant software programs such as spreadsheets and databases, and be concerned with details. The ability to cooperate and collaborate with multiple agencies and vendors is essential.

### **DUTIES AND RESPONSIBILITIES**

- Provide full cycle accounting services including accounts payable and receivable.
- Reconcile monthly bank accounts.
- Prepare monthly and quarterly financial statements for Accountant
- Maintain invoice system, prepare monthly or quarterly invoice to funders and track payment.
- Maintain tracking of funding sources received and disbursed; maintain projected budget and actual budget for funding sources.
- Ensure that all federal and state and donor requirements are being adhered to, including contracts/grants tracking and reporting. Maintain complete files for each grant. Submit required Minority Business Enterprises/Women Business Enterprises (MBE/WBE) reports to EPA.
- Assist with preparation of organization financial audit.
- Other duties as assigned.

### **STANDARDS OF PERFORMANCE**

- Perform work in a logical, orderly, and skillful manner.
- Respect and maintain confidentiality of issues.
- Be adaptable to changes in workload.
- Maintain high level of professionalism.
- Accept work assignments that could require additional training.
- Provide exceptional customer service.