

# Bookkeeper Job Description



<b>Department:</b>	Operations	<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Manager of Operations	<b>Physical Strength:</b>	Light
<b>Salary:</b>	\$19.00-20.00/hour	<b>Class:</b>	Union

## Summary

This position has the primary day-to-day responsibility of ensuring that Accounts Payable, Accounts Receivable and Payroll Records are updated. This position is also in charge of our daily deposits. The responsibilities of the month close are split between both Bookkeepers with support of the Operations Manager.

## Essential Duties

1. Prepares daily deposits and cash tills.
2. Processes invoices and prepares checks for signature.
3. Performs onsite accounting needs for the team and other departments.

## Job Duties

- Works with other staff in developing and reviewing data entry procedures.
- Enters data into books
- Organizes yearly inventory count.
- Reconciles all bank accounts.
- Assists in monthly and year-end close.
- Prepares tills and deposits.
- Prepares and mails vendor checks.
- Monitors Accounts Receivable and Accounts Payable.
- Ensures authorized staff reimbursements are recorded in the books and routed to the Operations Manager for processing during payroll.
- Attends job-related meetings
- Other duties as assigned.
- Supports the Annual Financial Audit
- Opens all Free Geek mail and ensures it's handled accurately
- Verifies accuracy of cash-handling across all departments with the support of the Operations Manager
- Tracks Revenue and Grants
- Works collaboratively with your fellow Bookkeeper, the HR & Payroll Associate, and the Leadership team

## Supervisory Responsibilities

This position has no supervisory responsibilities.

## Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

## Education & Experience

High school diploma or GED required. 0 to 3 years related experience and/or training or equivalent combination of education and experience in principles and practices of Bookkeeping. Demonstrated confidence and competence working

Approved By: Cali Avila  
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with diverse populations is required. Intermediate to advanced knowledge of the principles and practices of Bookkeeping is desired but not essential to this position .

## **Language Skills**

Fluency in spoken and written English. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Fluency in another language besides English is desired but not essential to this position.

## **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **Computer Skills**

Has advanced basic computer job skills including logging on to systems, ability to communicate by email, ability to compose documents, enter database information, spreadsheets (including excel and google sheets), report writing, create presentations, download forms, and preserve/backup important data. Previous experience with Quickbooks is desired but not essential to this position.

## **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## **Physical Demands & Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use stairways to climb to multiple floors within an office building, and talk or hear. The employee is occasionally required to use hands and fingers to type or dial, climb or balance, stoop, kneel, crouch or crawl, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. This position requires frequent computer use. Specific vision abilities required by this job include close vision, color vision, distance vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually quiet to moderate.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employer Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_