



527 Hancock Street*Hancock, MI 49930 * houghton.littlebrothers.org * 906-482-6944

Bookkeeper

Job Title: Bookkeeper

Supervised By: Executive Director

Summary of Duties: The Bookkeeper is responsible for processing and recording financial transactions and maintaining the financial records of the organization.

Primary Tasks and Responsibilities

- Check and verify source documents such as invoices, receipts, computer printouts
- Manage accounts payable and accounts receivable
- Prepare checks, payments and bank deposits
- Prepare and process payroll
- Send payables in mail
- Comply with relevant reporting requirements
- Allocate and post financial transaction details in Quickbooks
- Reconcile and balance all accounts
- Assist with audits
- Maintain complete filing system to support financial records

Education, Experience, and Skills Required

- Minimum two years experience with accounting or bookkeeping including accounts payable, accounts receivable, payroll, or other financial record keeping
- Experience with Microsoft Office and computer-based accounting software required; experience in Quick books beneficial
- Demonstrated knowledge of basic mathematical skills (adding, subtracting, arithmetic)
- Demonstrated attention to detail and commitment to accurate record-keeping
- Ability to maintain confidentiality
- Ability to communicate clearly, both verbally and in writing
- Knowledge of data management and financial data analysis preferred

Salary and Benefits

- Pay rate commensurate with experience
- 10-15 hours per week; schedule can be flexible