

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 using QuickBooks Online.

Primary Tasks and Responsibilities

- Check and verify source documents including invoices, receipts and statements
- Manage accounts payable and accounts receivable
- Process payments with checks or ACH using our online system
- Reconcile and balance all accounts in a timely manner
- Prepare and process payroll
- Comply with relevant reporting requirements
- Allocate and post financial transaction details in Quickbooks Online
- Update expenses in classes based on FY allocations
- Assist with audits
- Maintain a complete filing system to support financial records

Education, Experience, and Skills Required

- Minimum two years' experience with Microsoft Office 365
- Minimum two years' experience with QuickBooks Online
- Minimum five years' experience in accounting or bookkeeping including accounts payable, accounts receivable, payroll, or other financial record keeping
- Demonstrated knowledge of basic mathematical skills (adding, subtracting, arithmetic)
- Demonstrated attention to detail and commitment to accurate record-keeping
- Must be willing to sign a confidentiality agreement
- Ability to communicate clearly, both verbally and in writing

Salary and Benefits

- Pay rate commensurate with experience
- 20 hours per week; schedule can be flexible and can be remote

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