Bookkeeper

Position: Full Time / Salary / Non-Exempt

Supervisor: Chief Financial Officer

SUMMARY: The Bookkeeper will participate in the agency’s overall financial and administrative processes, mainly focused on all accounting processes and management of accounts (payable or receivable).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Accounting:
1. Manage full cycle accounting duties.
2. Manage accounts payable.
3. Process accounts receivables, including donor gifts, booking in-kind, and posting grant invoices and receipts.
4. Prepare and process bank deposits.
5. Ensure accuracy in the general ledger.
7. Assist CFO with annual audit.

General Duties:
1. Adhere to Agency and Department policies and procedures
2. Participate in Agency and Department meetings and events, collection of data/information, and Quality Improvement Monitoring and Review.

QUALIFICATIONS:

EDUCATION AND/OR EXPERIENCE:
Associate degree required, Bachelor’s degree preferred in accounting or business-related field and /or commensurate five or more years of experience in multi-department bookkeeping.
COMPUTER SKILLS:
An individual should have knowledge of: Spreadsheet Software (Excel and Pivot Tables); Word Processing Software (Word); Electronic Mail Software (Outlook); Presentation software (PowerPoint).

OTHER SKILL, ABILITIES, AND QUALIFICATIONS:
• Veteran preferred.
• Advanced accounting and bookkeeping software experience; Sage Intacct experience desired.
• Federal Grant experience preferred.
• Excellent organizational, multi-tasking and time management skills.
• Compassionate, energetic and team focused.
• Comfortable in individual, group and public speaking environments.

BENEFITS:
This position is full-time at 40 hours/week beginning immediately.

HOW TO APPLY:
A resume and cover letter should be submitted to jobs@osdtn.org. No phone calls please. Selected candidate must pass a drug test and background check.