



JOB DESCRIPTION

Position Title: Bookkeeper

Reports to: NPO Accounting Manager Dept: Finance
 FLSA Classification: Non-exempt FT Entity: OneOC Core
 Supervises Others: No

SUMMARY:

The Bookkeeper maintains and processes daily activities and transactions for the nonprofit clients (external of OneOC) of the NPO Accounting Services Department related to accounts payable, accounts receivable, payroll, general ledger, financial statements and benefits.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Meets all requirements for confidentiality and for management of corporate, finance and personnel information including distribution controls, secure filing and disposal, and records retention and storage.
- Communicates effectively and courteously with all contacts -- internal and external. Works well with diverse people.
- Maintains current knowledge of and complies with organizational and department policies and procedures.
- Meets all applicable safety requirements for the position and work environment including prompt injury reporting.
- Organizes workload throughout the day to meet project timelines and deadlines. Minimizes time spent on personal calls and matters. Meets attendance and punctuality requirements; reports time and attendance accurately.
- Uses skill and judgment to ensure written or verbal outputs are clear, accurate, grammatical and of appropriate tone.
- Supports the vision and goals of OneOC.

ADDITIONAL RESPONSIBILITIES:

NPO Accounting Services for Clients:

- Maintains financial records and systems on QuickBooks and other accounting software that are utilized by clients.
- Responsible for daily activities related to the accounts payable function in order to complete weekly cash disbursements. Enters and pays bills and tracks cash disbursements by expense account, program and funding source.
- Responsible for the daily activities related to accounts receivable and the processing of charges and the receipt and posting of payments.
- Processes payroll uploads and associated benefits on a timely basis.
- If necessary, arranges for annual inventory of fixed assets and compares the results of physical inventory of fixed assets to fixed asset schedule, resolving discrepancies.
- Prepares bank reconciliations and other balance sheet analysis to ensure accuracy and reliability of such balances.
- Leads the coordination and preparation for financial audits of the organization for OneOC.
- Leads the preparation of financial information for grants applications and reports as needed.
- Assists clients to develop program and organizational budgets and updates them as necessary.
- Generates monthly financial statements and projections for board meetings. Provides other financial analysis for the board and staff as needed and ensures their accuracy, reliability and timeliness
- Monitors, tracks and releases restricted funds as directed by Client. Ensures compliance with donor restrictions and documentation of the same in the accounting records.

- Assists tax company with compliance and timely filing of tax return information
- Performs special projects related to client as needed.
- Other duties as assigned.
- Maintains accurate & timely tracking of hours by Client

OneOC Core & Fiscal Sponsorship:

- Assists with special projects as needed utilizing Intacct Accounting Software & Excel
- Fiscal sponsorship (community initiatives under OneOC's umbrella) reports, financials & event assistance
- OneOC Core reports, financials & event assistance

EDUCATION AND/OR EXPERIENCE:

- High school diploma required.
- Associate's degree or equivalent education/experience preferred.
- Five years of office experience using accounting systems and QuickBooks
- Three year of experience in a non-profit or association environment

COMPUTER & EQUIPMENT SKILLS:

- Has good general knowledge of computer operations; uses a keyboard and calculator proficiently and with a high degree of accuracy.
- Uses Microsoft Office Word and Excel as well as Internet and email programs proficiently.
- Uses typical office equipment.

PHYSICAL JOB REQUIREMENTS:

- Sits for extended periods of time at a computer station or work desk. Stands and walks throughout the day.
- Uses hands and fingers to operate computers and office equipment for up to 8 hours or more each day.
- Requires clear vision at 20 inches or less with or without corrective lenses and vision sufficient to use equipment.
- Hearing and speech within normal ranges and sufficient for clear communication face to face and on the telephone.
- Lifts up to 10 pounds regularly and 25 pounds occasionally.
- Exposed to typical office environment conditions and noise levels.

MENTAL AND REASONING REQUIREMENTS:

- Uses critical thinking skills to create documents and spreadsheets and interpret information furnished in written, oral, diagram, or schedule form.
- Able to set goals based on available information and to plan work in order to meet deadlines. Able to project likely future occurrences based on current or historic data.
- Able to formulate appropriate responses to requests for services and information from internal or external customers.
- Uses excellent math skills to complete detailed quantitative work; checks for work errors and ensures work is corrected to a highly accurate final version.

OTHER JOB REQUIREMENTS:

- Maintains professional behavior, dress and appearance at all times
- Attends meetings and trainings as requested
- Assists with other duties as assigned on a regular or occasional basis.

Apply To: HR@oneoc.org Please include a brief cover letter with resume.