

VOICES OF HOPE
JOB DESCRIPTION
Bookkeeper/Grant Accountant

General Description:

Responsible for agency financial records, financial reporting, and other related accounting functions in compliance with agency financial policies and procedures. Work with Executive Director and Administrative Assistant as a management team to provide leadership in implementing goals and objectives of the agency, and in complying with Board policies, federal and state laws and other regulations that may apply. Provide administrative support in the areas of entering statistics, donor data, and report typing. This is a non-exempt position.

Essential Functions:

1. Maintain a full set of accounting records.
 - Maintain general journal and other appropriate ledgers.
 - Assist Executive Director in the development and monitoring of the agency budgets.
 - Prepare financial reports as required for the Executive Director, Board of Directors, and funders.
 - Maintain financial files.
2. Prepare accounts payable checks, after verifying invoices, for payment to vendors.
3. Post deposits to appropriate account areas.
4. Prepare payroll using QuickBooks/Intuit computer software.
5. Maintain financial records for grant reporting.
6. Maintain and record keeping for direct aid funds.
7. Assist Executive Director in completion of the annual audit.
8. Provide clerical support to Executive Director.
 - Compose and type routine financial correspondence.
 - Prepare any needed summaries and/or reports.

Bookkeeper/Grant Accountant

Minimum Knowledge, Skills and Abilities Required:

1. Two years experience in accounting or equivalent required.
2. Ability to read, write and speak the English language in a concise and easily understood manner.
3. Must have working knowledge of QuickBooks and Excel software, office machines, and 10-key calculator.
4. Must possess excellent grammar, spelling and organizational skills.
5. Excellent analytical and problem solving skills to analyze figures, data trends, and results of all kinds not always based on the precedent that directly affects the operations of the agency.
6. Ability to maintain highly confidential data regarding agency clients and their situations, staffing and personnel issues and other matters affecting the agency's operation, donor and other financial information.
7. Alert at all times with the ability to sit, climb stairs, and operate a personal computer and other office machines.
8. Must be able to work in demanding situations without adverse reaction and interact in a positive manner with staff and public, either in person or by telephone.
9. Ability to cope with interruptions and rearrange priorities without adverse reaction.
10. Ability to work independently, with little supervision.