



Bookkeeper
Job Description
Class: Non-Exempt
Revised: February 2021
Hours: 10-12 per week

JOB SUMMARY: The bookkeeper assists in managing day-to-day accounting and finance requirements. Confidentiality, excellent organizational skills and accuracy are important qualifications for this position. The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines and expectations.

VISION: To provide consistent and timely processing of financial information, reports, and accounts payable to support the organization, maintain non-profit status and provide transparency to stakeholders.

ESSENTIAL FUNCTIONS OF THE JOB INCLUDE:

- Completes billing contracts and invoices to ensure timely payment; utilizing online bill pay when applicable via ED
- Maintains Quickbooks accounting software, shelter account codes, and necessary banking information
- Ability to enter and retrieve data through the PetPoint CRM system
- Works in collaboration with leadership to prepare data necessary for forecasting the annual budget.
- Prepares and organizes detailed financial reports as requested by leadership and/or for board meetings
- Manages vendor relationships for the organization (invoice processing; PO; etc.)
- Provides necessary documents to CPA/tax preparer to complete annual filings.
- Helps support donor relations by maintaining memorial files and acknowledgements/thank yous.
- Supports membership, Friends of ACAPL program, through account entry and acknowledgements.
- Retains hard copy files of all letters of agreement, articles of incorporation, contracts, leases, and other legal documents at the shelter in designated location (per document retention policy).
- Other administrative duties as needed, including capital campaign support, event support, etc.

POSITION SPECIFICATIONS:

- Strong knowledge of generally accepted accounting principles
- Extensive experience with data entry, record keeping and computer operation
- Minimum 2 years bookkeeping experience
- Minimum 2 years experience in financial reporting
- Nonprofit experience is a plus but not necessary
- Quickbooks experience a plus but not necessary
- Comfortable working in a database management system and understanding business operations/coding

CONDITIONS:

- Equipment use includes use of PC, printer, copy machine, telephone, and web-based programs.
- Work hours will vary and can be flexible as long as deadlines are met; some in shelter hours can be expected, attendance at Board meetings is preferred.