

Assistant Bookkeeper

Reports To: The Office Manager

Job Overview

This position is to assist the Office Manager in the coordination of Accounting, Human Resource, and Office Administration.

Responsibilities and Duties:

As Assistant Bookkeeper:

- Perform daily transactions including classifying, posting, and recording of Accounts Payable invoices
- Process payments for Accounts Payable
- Enter Cash Receipts from reports daily
- Reconciliation of Cash Receipts monthly
- Filing of Accounting documents
- Filing of Human Resource documents
- Scan documents for electronic storage
- Assist in maintaining office services, purchasing, and performing clerical functions.
- Performs other duties and functions as requested

Qualifications:

- Strong written and verbal communication skills
- Experienced with Accounting software, QuickBooks helpful
- Experienced with MS Office, Excel, and Word
- A cheerful outlook, integrity, mission-driven, and self-directed

Specific requirements include:

- Proven working experience as Assistant Bookkeeper, minimum of 3 years' experience in bookkeeping and or accounting in an office setting
- Minimum of 5 years in an office setting
- Ability to move/lift 30 lbs. for ten yards, climb, bend, and sit for extended periods of time
- Driver's license.
- US work authorization (Required)

Work Hours

The Center operates 365 days per year, as such our staff is scheduled to work weekends on a regular or recurring basis.

Scheduled hours are typically 8:30 to 5:30, with one-hour non-paid lunch, with overtime pre-approved, as necessary.

Since all staff are ambassadors of the Center, there may be requirements to participate in direct customer interactions, after hours functions, or offsite activities and events.