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.