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## POSITION DESCRIPTION - FULL CHARGE BOOKKEEPER

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### Responsibilities:

1. Full management of G/L including journal entries.
2. Full cycle Accounts Receivable including Collections.
  - a. Deposits are prepared & made by Administrative Assistant or Coordinator.
3. Full cycle Accounts Payable.
  - a. Payables are approved and submitted to bookkeeper by Administrative Coordinator.
  - b. Payables are processed Wednesdays.
  - c. Enters payroll expenses in coordination with Human Resources Coordinator (who manages benefits and payroll.)
4. Multiple bank reconciliations and record keeping.
5. Preparation of financial reports monthly by the 15<sup>th</sup> of the following month.
6. Manages vendor accounts and 1099s.
7. Expense management policy is managed by Administrative Coordinator. Supports by providing double-check.
8. Coordinates Grant expense reports with Administrative Coordinator (who invoices and collects Grants Payable.)
9. Assures G/L & donor database reconcile monthly. (Coordinates with Administrative Assistant who manages Donor Perfect.)
10. Supports CEO in preparation of Audit with external auditor.
11. Minimal accounting of Boys & Girls Clubs of Windsor Foundation.

### SKILLS, EXPERIENCE & TRAINING:

- Mandatory Computer skills: Quickbooks, Microsoft Office.
- Person will be honest and of flawless integrity.
- Commitment to being a high performance team player.
- Four-year degree in accounting, finance or business from an accredited college or university preferred.
- A minimum of three years work experience in a non-profit accounting department.
- Thorough knowledge of GAAP, budgeting and accounting practices, processes and procedures of non-profit organization.
- Strong communication skills both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Demonstrated organizational, staff and project management abilities.

This position is offered as an Independent Contractor position for an average of 16 hours per week. There may be times that require additional hours, such as year-end.

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Incumbent

Date