



## **Business Volunteers Unlimited**

### **Job Description**

#### **Bookkeeper (Part-Time)**

Reports to: VP, Administration

### **Job Summary:**

Working under direction of the VP, Administration, the Bookkeeper is responsible for the day-to-day operations and maintenance of the general ledger. This position is part-time (15 to 22 hours per week).

### **Key Responsibilities:**

#### ***Accounting***

- Knowledge and experience with nonprofit bookkeeping and accounting principles.
- Performs all duties associated with accounts payable including: interacting with staff and vendors; processing invoices; expense coding; and data entry.
- Performs all duties associated with accounts receivable including: preparing and submitting invoices, performing bank deposits; and tracking and following up on all accounts receivables.
- Ensure the accuracy of BVU's books and produce financial reports as needed.
- Assists VP, Administration with bi-weekly payroll, including inputting data to ADP.
- Performs monthly bank reconciliations for BVU's bank accounts.
- Reconcile BVU's check register monthly; log checks into BVU's access database.
- Performs American Express credit card reconciliation.
- Assists in sending and receiving all necessary W9's.
- Processes cash disbursements and assists in cash management.
- Assists in gathering required documents as backup to vouchers.
- Assists in 1099 preparation.
- Assists with preparing annual audit schedules.

#### ***Human Resources***

- Maintains and updates all new hire paperwork.
- Assists VP, Administration with benefit coordination to include health insurance, life insurance and retirement plans.
- Maintains and tracks BVU's subscriptions and periodicals.
- Performs special projects and duties as assigned.

### **Qualifications:**

- Accounting degree, Associates Degree, (or an equivalent degree) and/or at least three years' accounting operations experience preferably with a nonprofit organization.
- Good knowledge of nonprofit standard accounting practices.
- Knowledge of QuickBooks (preferably cloud based) and Microsoft Word and Excel are required. Knowledge of Great Plains software a plus.
- Must possess a keen attention to detail and a commitment to high quality work.
- • Excellent organizational and follow-through skills, ability to multi-task, prioritize and work under deadlines.
- Solid communication (both verbal and written) skills.
- Ability to maintain strict confidentiality and communicate in a professional manner with BVU's staff, funders and vendors.
- Ability to deal effectively with a variety of people and work in a team environment.

BVU is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.