**Title:** Bookkeeper Effective 2/12/2021

**Dates & Hours:** Monday – Friday, 9am-5pm, onsite job

**Pay:** DOE

**Definition of Position:**

The Bookkeeper is responsible for all aspects of financial records using QuickBooks, including accounts payable and receivable, payroll, quarterly tax reports and deposits, grant accounting, and status reports.

Bookkeeper job duties include working closely with our [Admin](https://resources.workable.com/accountant-job-description) team to create and analyze financial reports and ensure legal requirements compliance, manage invoices and other duties. Our ideal candidate holds a Finance degree (preferably followed by accounting CPE courses) and is familiar with accounting software packages, like QuickBooks. Ultimately, the Bookkeeper’s responsibilities are to accurately record all day-to-day financial transactions of our company.

**Minimum qualifications:**

* A desire to serve Christ by serving others and spreading the Gospel
* Solid ability in office skills including Microsoft applications, QuickBooks, etc.
* Have a minimum of 5 years hands-on experience in bookkeeping or accounting
* Must be physically and mentally capable of performing the basic job activities and responsibilities
* Working alongside Manager for due diligences
* Possess strong written and oral communication skills
* Strong ability to provide numbers and present them in an efficient manner
* Job requires sitting, bending and lifting up to 40 pounds
* Alaska Driver’s License required (If recently moved, it will need to be advised)

**Knowledge, skills, abilities:**

* Possess strong interpersonal and customer service skills
* Possess strong computer skills
* Be organized and a good planner; able to use QuickBooks, adobe programs, or similar applications
* Experience with project budgeting and scheduling
* Microsoft Office and scanning required. Knowledge of common office equipment.
* Record day to day financial transactions and complete the posting process
* Verify that transactions are recorded in the correct day book, suppliers ledger, customer ledger and general ledger
* Bring the books to the trial balance stage
* Perform partial checks of the posting process
* Complete tax forms and assist on tax period with company taxes paperwork.
* Collaborate with quarterly CPA audits.
* Enter data, maintain records and create reports and financial statements
* Process accounts receivable/payable and handle payroll in a timely manner

**Job Duties:**

* Manage bank accounts and complete monthly audits and reconciliations on bank statements
* Prepare deposits to be taken to bank
* Data Entry of the Petty cash
* Enter account payable and accounts receivable into QuickBooks
* Enter check/cash/credit card donations in QuickBooks
* Create invoices and checks for vendors
* Occasionally travel to post office
* Complete payroll on a weekly/ “shortly switching to a bi-weekly” basis
* Update employee insurance coverage and payroll deductions
* Create Employee profiles and add new onboarding staff
* Perform updates of employee information
* Knowledge of time tracking of employee hour submission, vacation and sick time
* Prepare W-2 for employees
* Recording transactions such as income and outgoings, and posting them to various accounts.
* Processing payments.
* Work with SSVF, GPS and My Place programs and assist with the down draws (learned on site)
* Conducting daily banking activities.
* Producing various financial reports.
* Reconciling reports to third-party records such as bank statements.
* Prepare tax reports and payments as required
* Manage expense tracking and spending for various FRM grants
* Prepare weekly and monthly drawdowns for FRM grants
* Work with program directors on grants audits
* Provide grant P&L reports to Program Directors
* Submit required grant reports
* Manage mortgage payments alongside Manager
* Create profit and loss reports for monthly board meetings
* Other duties as assigned

**Immediate Supervisor:** Office & HR Manager- Ruth Dinardi, ruthd@fairbanksrescuemission.org