

Bookkeeper & Office Manager:

Reports to: Executive Director

Oversees: Office Assistant

Schedule: Monday - Friday, 9am-5pm, special events and evenings as needed

The ideal candidate will be well organized and comfortable dealing with financial data. This individual will be responsible for overseeing the accounts payable and receivable, processing payroll and conducting other tasks related to finance. They should be excellent at recording data and have an ability to produce clear financial reports.

Full Job Description

- Essential duties:
 - Daily reconciliation of deposits, recorded in Quickbooks and Altru
 - Monthly reconciliation of all bank accounts
 - Maintain credit card income records by account
 - Reconcile and record income and fees for admissions, donations, events, memberships, and programs
 - Generate Profit & Loss (P&L) reports and monthly financial reports for Director and Board review
 - Record invoices/ pay invoices for all company expenses
 - Create and record weekly bank transfers
 - Tabulate bimonthly payrolls for all employees
 - Review timesheets, call hours into Paychex representative, resolve any issues
 - Provide information regarding new and exiting employees
 - Update vacation benefits
 - Complete grant report financials for assigned grants
 - Generate monthly and quarterly reimbursement requests
 - Collect necessary marketing materials from marketing department
 - Send or deliver request packets, deposit, and record reimbursement checks
 - Work with staff on additional or new requirements, attend required webinars
 - Maintain data and files for all grant expenses, deposit documentation, calculate salary reimbursements
 - Oversee multiple insurance policy payment schedules and provide payments
 - Provide annual health insurance renewal
 - Communicate with agent on financial plan, payments, and issues, and address employee questions and issues

- Process and distribute incoming and outgoing mail and deliveries
- Maintain all financial files for the LRHS
 - Assist with information submissions to annual financial audit
- Assist with HR issues and questions, processing new / exiting employee paperwork
- Order office supplies, cleaning products
- Assist with major events at admissions
 - Post event, provide financial information for budgets, and income & expenses

Qualifications:

- Must have at least 3-5 years of bookkeeping experience with demonstrated knowledge of accounting principles, recording daily online POS sales, accounts payable and receivable, and the creation of journal entries in a general ledger.
- Non-profit bookkeeping preferred
- Must have advanced knowledge of Quickbooks desktop and Microsoft Applications (Outlook, Excel, Word)
- Knowledge of the Blackbaud or Altru software preferred
- Ability to work independently
- Keen attention to detail and the highest standards of accuracy and consistency
- Strong verbal and written communication skills
- Must be proactive and work effectively under strict deadlines

Salary: \$60,000-\$65,000

To Apply

Email your cover letter and resume to Katrina Heller, Executive Director, at jobs@jupiterlighthouse.org (no phone calls or walk ins please)

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