The Bookkeeper will assist the Executive Director in ensuring the timely and accurate management of the overall organization, with specific responsibilities for accounts payable, account receivables.

Responsibilities include:

**Accounts Payable:**
- Maintain accurate vendor accounts
- Enter bills into system
- Actively reconcile bills ensuring appropriate pricing and discounts are applied
- Pay bills according to their payment terms, ensuring all bills are paid on time and allowing for payment discounts where applicable

**Accounts Receivable:**
- Reconcile donations weekly make daily deposits
- Reconcile the cash, checks and credit card payments
- Manage account invoices
- Process donor account payments
- Ensure accounts are up-to-date and accurate
- Use proper accounting practices
- Communicate with property managers when the accounts are past due
- Answer management and property managers’ questions regarding billing and statements

**Financial Statements:**
- Prepare Monthly Financial Statements
- Process biweekly payroll
- Assist auditors in annual audit
- Perform needed monthly & annual journal entries

**Skills:**
- Proficient in Excel
- Proficient in Quickbooks desktop or Quickbooks online
- Experience with accrual system of bookkeeping
- Able to solve complex problems and concepts
- Strong communication skills
- Self-motivated
- Proactive
- Ability to prioritize
- Team Player

Job Type: Part-time (10-20 hours a week)
Pay: Commiserate with experience

Send resume to Operations Manager, Mary Celeste Brown at mcbrown@swbcdc.org