



Non-Profit Bookkeeper/ Part Time

Job Description:

The Bookkeeper is responsible for implementing and/or maintaining the organization's accounting system and responsible for the day to day accounting, such as journal entries, processing invoices, account reconciliations and bank deposits. The bookkeeper also keeps records of assets and liabilities and assists with the preparations of financial statements and reports. The bookkeeper maintains all client files and records assistance in conjunction with policy and guidelines set forth by the Board of Directors and By-laws as well as maintains records of utility companies and landlords. The bookkeeper maintains volunteer hours and records for tax reporting and works with the accountant in preparing annual tax returns and audit. Maintains all payroll records and processing. Maintains all donor records.

Essential Duties/ Responsibilities:

- Record and maintain all client files and recording of all client assistance per the mission of Grace Network which includes assistance with rent, utilities and the food pantry inventory.
- Work with director in opening weekly mail and create and maintain deposits, bank record statements and reconciliation of those records.
- Maintain and carry out donor requests and maintain all donation records.
- Maintain all payables and receivables for supplies and office equipment, operations and client assistance.
- Work with outside accountant to maintain and provide all documents necessary for tax filings, annual audits, landlord W-9s and prepares for annual Audit, annual 1099 and annual 990 tax filing.
- Manage all payroll records and filing of quarterly payroll taxes.
- Prepare monthly closing statements, P&L and Balance Sheet to Board of Directors each month.
- Coordinate with the director to provide the necessary structure and adjustments for building annual budget to provide to the Board Treasurer.
- Maintain all insurance records, payments and renewals.
- Maintain volunteer hours and records for tax filing.
- Assemble and produce various non-standard reports for expenses, donations, statistics as requested by the director.
- Accomplish other duties as assigned by the Executive Director.

Qualifications:

- Have knowledge of accounting computer systems, QuickBooks, Donor Express, or equivalent software.
- Have knowledge of computer payroll systems and search tools online.
- Have knowledge and experience with software by Microsoft Word, Publisher, and Excel spreadsheet programs using formulas and pivot tables.
- Excellent verbal and written communication skills maintaining, transparency in all procedures.
- Ability to provide leadership to volunteers in a sensitive and respectful manner.
- Ability to communicate respectfully to landlords, business partners and donors.
- Ability to know and demonstrate a working knowledge of all aspects of Grace Network and its mission.
- Ability to multi-task.
- Working knowledge or willingness to learn of existing community resources.

Compensation and Hours:

- This job will require 25 hours per week, not to exceed 29 hours.
- \$15--\$23 per hour based on experience.

Grace Network is a Christian faith-based organization helping those in financial crisis, particularly with housing, utilities and food. We are a 501c3 organization that serves Martinsville and Henry County residents. It's important that all staff and volunteers have a heart to help those hurting with dignity and respect providing assistance and resources in a time of financial crisis. If you are an individual with the skills, knowledge and a heart for caring for those in crisis, please submit your resume, address and phone via email to:

Tracy Hinchcliff, Executive Director
Tracy.hinchcliff@gracenetWORKmhc.org