

# JOB DESCRIPTION

<b>JOB TITLE:</b> Bookkeeper		<b>FLSA STATUS:</b> Non-Exempt
<b>SUPERVISOR:</b> Accountant	<b>PAY GRADE:</b> 03	<b>SUPERVISOR RESPONSIBILITIES:</b> No

## **ESSENTIAL DUTIES:**

1. Conforms to financial policies and procedures.
2. Completes accounting tasks including reviewing purchase documents, assisting with budget preparation and review, and preparing reports.
3. Completes accounts payable tasks including assembling invoices for payment, generating and distributing checks, and filing documents.
4. Prepares and processes office supply orders.
5. Performs bank statement reconciliation tasks including balancing to the general ledger cash accounts.
6. Assists with inventory management including tracking, reconciliation, and preparing and issuing property tags and reports.
7. Prepares and maintains tracking reports including Certificates of Liability Insurance and Lease, Maintenance, Service, and Warranty Agreements.
8. Assists with preparing, maintaining, validating, and documenting financial internal controls.
9. Assists with financial monitorings and audits.
10. Completes all assigned tasks accurately and within the specified timeframe.

## **QUALIFICATIONS:**

**Special Licenses, Traits, Skills and/or Certifications:** Enthusiastic, self-starter, quick learner; resourceful and innovative; problem solver, detail oriented; organized; capable of independent work; must demonstrate common sense; and excellent listening, communication, and interpersonal skills.

**Education and/or Experience:** High school diploma or General Educational Development (GED) and a minimum of one year related experience; or an equivalent combination of education and experience. Non-profit accounting experience preferred.

**Computer Skills:** To perform this job successfully the following computer skills are required: Computer Literate, including the Windows Operating System and Microsoft Word, Excel, Outlook, and Internet Explorer. Abila MIP Fund Accounting Software experience preferred.

**PHYSICAL DEMANDS:** The physical demands described are required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, sit, talk, hear, walk, and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, and smell.
- The employee must occasionally lift and/or move up to 50 lbs.
- Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock.

- The noise level in the work environment is usually moderate.

**WORK CONDITIONS:** The work conditions for this job description are:

- Access to reliable transportation and travel are required to perform essential duties. Obtains and maintains the required motor vehicle liability insurance requirements and an acceptable motor vehicle record.
- Maintains an acceptable child abuse history clearance, acceptable criminal record and credit reports, any other acceptable clearance required, and negative drug and alcohol screenings.
- Community Action, Inc. maintains an at-will policy of employment that means employment and compensation may be terminated with or without cause and with or without notice at any time at the option of either Community Action, Inc. or the employee.

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The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

I CERTIFY I HAVE READ THIS JOB DESCRIPTION, IT HAS BEEN EXPLAINED TO ME, AND I UNDERSTAND MY DUTIES AND RESPONSIBILITIES. I UNDERSTAND COMMUNITY ACTION, INC. MAINTAINS AN AT-WILL POLICY OF EMPLOYMENT WHICH MEANS EMPLOYMENT AND COMPENSATION MAY BE TERMINATED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT ANY TIME AT THE OPTION OF EITHER COMMUNITY ACTION, INC. OR ME AS AN EMPLOYEE.

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Employee Signature

\_\_\_\_\_  
Date

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Immediate Supervisor Signature

\_\_\_\_\_  
Date