



## Bookkeeper

### Position Summary

The Bookkeeper will be responsible for maintaining and reconciling accounts payable, accounts receivable, payroll, and other financial transactions. Responsible for maintaining accurate donor data. Will perform other office related duties. This is a part-time, nonexempt position. Working hours will be 16-24 hours per week in the SAISD Foundation office between 8:30am and 4:30pm, M-F. This position is not eligible for benefits. Reporting to the Finance and Program Manager, the Bookkeeper will also work closely with the Data and Impact Manager.

### Essential Functions / Key Responsibilities

1. Record and make deposits
2. Process payroll for staff
3. Prepare all payroll reports and make appropriate payments to various agencies
4. Process payments to contracted vendors
5. Prepare adjusting journal entries as needed
6. Prepare bank reconciliations
7. Compile and analyze account information
8. Reconcile organization's financial records to help ensure accuracy of financial statements
9. Prepare financial statements
10. Maintain donor data records
11. Resolves minor processing problems; seeks assistance from supervisor or other appropriate staff for issues beyond immediate expertise
12. Performs other related duties as assigned

### Minimum Requirements

- Associate's Degree in accounting or 2-5 years equivalent experience
- Some data entry experience preferred
- Experience with QuickBooks required
- Experience with Bloomerang donor database a plus
- Candidate must have a satisfactory outcome of a fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

### Knowledge, Skills, & Abilities

- Excellent and precise data entry and typing skills
- Excellent verbal and written communication skills
- Proficient in QuickBooks and Microsoft Office Suite or related software



- Good organizational skills and attention to detail
- Ability to keep information confidential

### **Working Conditions**

Work Environment:

- Computer, computer software programs and other equipment applicable to the position.  
Physical Demands/Requirements:
- Maintain emotional control under stress, occasionally traveling to other buildings for meetings and trainings.

### **Supervisory Responsibilities / Direct Reports**

None

### **Compensation**

Compensation is between \$25 to \$30 per hour, depending on experience. No benefits are offered with this position.

### **Application**

To apply, please submit a cover letter and resume to Judy Geelhoed, SAISD Foundation Executive Director at [jgeelhoed@saisdfoundation.com](mailto:jgeelhoed@saisdfoundation.com). Please include “Bookkeeper” in the subject line.

For questions, contact Judy Geelhoed, Executive Director at (210) 554-2235.

