

Fidos For Freedom, Inc.

Job Description:

Bookkeeper

Summary:

Maintains the financial records and day-to-day fiscal systems of Fidos For Freedom, Inc. Provides fiscal support to the Executive Director, Program Directors, and Board of Directors. This is a part-time position with no benefits which reports to the Executive Director with technical guidance from the Treasurer.

Job Duties and Responsibilities:

- Record and pay all bills in an appropriate and timely manner.
- Prepare payroll and pay employees or contractors as scheduled.
- Pay all Federal and State taxes as due.
- Work with the treasurer to ensure that all checking, saving, and money market accounts are reconciled on a monthly basis.
- Determine and make end of year adjusting entries.
- Prepare Financial Statements to be audited:
 - Statement of Functional Expenses
 - Statement of Activities
 - Statement of Financial Position
 - Statement of Cash Flows
- Prepare interim financial statements (using QuickBooks) as requested by the Executive Director and Treasurer.
- Prepare and update accounting manual.
- Represent the organization in a professional manner and uphold and enforce the organization's policies and procedures.
- Maintain files and records, both electronic and paper.
- Print and/or photocopy materials, manuals, and other documents as needed.
- Coordinate with Office Manager to photocopy or scan checks and records, complete bank deposit slip, and make bank deposits. Maintain records of sources of monies and amounts and provide same to the Fidos Treasurer.
- coordinate with Office Manager to record monthly electric meter readings. Deliver electric bills to tenants and maintain records of bills and payments.
- Other duties as assigned.

Skills and Qualifications:

- Proficiency in the following software:
 - MS Word, Excel, and PowerPoint
 - QuickBooks for non-Profits

- Ability to communicate effectively, both verbally and in writing, with volunteers, directors, and clients, as well as tenants and the general public.
- Ability to maintain financial integrity in an organized, professional manner.

Education and Experience:

- Experience working with people of all races, creeds, and abilities.
- Proven experience working in a professional office setting with similar responsibilities.
- At least three years experience as a bookkeeper with a similar non-profit or for-profit organization.

Send Resume to ed@fidosforfreedom.org

Fidos For Freedom, Inc. is an Equal Opportunity Employer.