

Job Description

Job Title: Bookkeeper
Reports To: Executive Director
Status: Part-time (15-20 hours per week)



Job Summary:

The Bookkeeper position is responsible for providing administrative, office and bookkeeping support for the needs of a small nonprofit organization. The Bookkeeper should be flexible and must have the ability to work independently, from an office located in West Columbia, S.C.

Essential Duties and Responsibilities:

- Provide general bookkeeping tasks, particularly accounts receivable and accounts payable.
- Process all deposits, maintain accounts receivable records, and enter data into QuickBooks.
- Evaluate expenses and help to determine opportunities to reduce costs.
- Obtain and document quotes as needed.
- Conduct a monthly reconciliation of bank account(s) and issue financial statements.
- Submit invoices with copies of receipts and a report of activities.
- Maintain clear records of all financial transactions.
- Collect and submit employee hours to external payroll processing company.
- Purchase supplies and equipment as authorized by management.
- Provide clerical and administrative support as requested.
- Support programs, volunteers, interns and respond to inquiries from the community.
- Provide administrative support for events, media, grant reports, newsletters, and other clerical tasks as assigned by the Executive Director.

Supplemental Functions:

- Performs other similar duties as required.

Job Specifications and Qualifications:

Knowledge:

- Knowledge of financial management
- Accounting principles knowledge

Skills:

- Ability to communicate effectively and persuasively, both orally and in writing.
- Excellent telephone etiquette skills.
- Strong propensity for teamwork.
- Full charge bookkeeping
- Skilled in the use of Microsoft Office Suite and Quickbooks.
- Ability to prioritize, multi-task, and work independently.
- Excellent organizational skills.
- Must be detail oriented.
- Expert clerical and proofreading skills.

Education & Experience:

- Bachelor's degree in a related field, with 1 to 3 years of experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- Quickbooks experience
- Experience with office administration

Licensing and Certifications:

- Valid Driver's License and clean driving record
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Working Conditions / Physical Requirements:

- Work is performed primarily in an office environment and requires the ability to operate standard office equipment and keyboards. Must have the ability to lift and carry bins and boxes containing litter pickup supplies, recycling bins, bags of shoes, parcels, packages, and other items up to 30 pounds,
 - Some work (less than 15%) requires working outdoors under extreme weather conditions hosting recycling events and conducting litter pickups on roads and waterways which may require walking up to 2 miles, bending, crouching, grabbing and other physical movements as well as loading and unloading supplies for events. Beautification projects will require the individual to plant trees, flowers, and shrubs with the use of garden tools such as shovels, rakes, etc.
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Salary

- \$18.50 - \$20/hour, based on knowledge and experience
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This job description is designed to provide an overview of the types of duties and responsibilities that will be required of this position and title and shall not be construed as a declaration of the only duties and responsibilities. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Fair Labor Standards Act (exempt/non-exempt) is designated by position. The employer actively supports Americans with Disabilities Act and will consider reasonable accommodations.