Position: Bookkeeper
Reports to: CFO
Position Hours: Full-Time

POSITION OVERVIEW:
The Bookkeeper role is multi-faceted and will include accounts receivable, accounts payable duties as well as office admin duties, as assigned. The Bookkeeper plays a critical role within the organization and often serves as the first point of contact for fielding and directing inquiries on the phone and in-person. This position may provide administrative assistance on an as-needed basis to the Executive team on various projects, assist with managing organizational calendars, project management, and working with the Finance Manager on day-to-day financial projects.

The Executive leadership of Maria Droste Counseling Center seeks a candidate who is mutually vested in growing with the organization.

POSITION RESPONSIBILITIES:

**Bookkeeping Duties (80%)**

- **Process Accounts Receivable**
  - Creating and sending invoices.
  - Managing automatic rent payments and other credit card charges
  - Following AR procedure
  - Daily electronic deposits (ensuring checks are deposited into appropriate account—Restricted or Unrestricted Operating)
  - Remote rent deposits
  - Mailing paper claims

- **Process Accounts Payable**
  - Weekly vendor check processing
  - Bi-weekly contract affiliates and therapist check processing
  - Monthly stipend check processing
  - Prepare annual 1099s
  - Entering credit card charges in Quickbooks
  - Following AP procedure

- **Other accounting functions**
  - Ordering checks
  - Backing up QuickBooks
  - monitoring accounts receivable and budget tracking
  - Asset inventory maintenance
  - Process credit card transactions.
  - Coordinate with the Development Department to streamline, track and record donations.
Audit and manage vendor profiles in Quickbooks.
Audit and maintain vendor W9s.
Other duties as assigned.

Administrative Duties (20%)
● Support day to day office functioning
  o Open agency in the morning
  o Retrieve, sort and distribute mail daily.
  o Order office supplies.
  o Facilitate room scheduling as needed.
● Support community systems
  o Assist as-needed with facilitating logistics of on-boarding and off-boarding activities for new staff/interns/fellows in terms of software access, issuing keys, parking passes, and computer/email set up.
  o Support recruitment by posting job descriptions, assist with phone screening applicants, schedule interviews, and manage correspondence.
  o Organize and maintain general office files (server files as well as hard copy) in a standardized system, following a standard nomenclature system for all vendor files and related files.
● Support community activities
  o Maintain Agency calendar.
  o Assist with meeting logistics as needed such as schedule catering, reserve space, or virtual conferencing management.
  o Assist Executive leadership with duties as assigned.

JOB QUALIFICATIONS:
Minimum qualifications:
  o Bachelor’s or Associate’s Degree in accounting or related field or commensurate experience may be substituted for formal education.
  o Proficient in a variety of computer software applications including Microsoft Office Suite (Word, Excel and Outlook), QuickBooks desktop, and standard Google for Business applications.
  o 2-5 years of experience in accounts payable, accounts receivable, and office administration

Skills & Attitudes:
● Industry Professionalism: Commitment to handling and safeguarding confidential information and client confidentiality as per Health Insurance Portability and Accountability Act, ability to recognize and respond with support in a crisis situation (calling in a provider or security).
● Equity & Inclusion: Treating all individuals with respect regardless of ability, condition, race, religion, gender, etc., in accordance with agency antidiscrimination and inclusivity statements.
● Problem Solving Skills: Resolving schedule conflicts or changes, finding answers to customer concerns or standard office equipment malfunctions, working with vendors to fix issues with order fulfillment, payment of invoices, refunds or exchanges, etc.
● **Technology Skills.** Working comfortably with office software programs, including Google Business, Microsoft Suite, database management, and data visualization.

● **Writing Ability.** Be equally skilled in standard written English and, in some organizations, business English, to ensure the quality of correspondence, emails and memos and to assist in proofreading.

● **Time Management.** Using electronic scheduling tools for meetings and events, and managing tasks to meet deadlines for efficient operation of an organization.

● **Resource Oversight.** Ordering office supplies and arranging equipment maintenance to keep the office well-equipped and stocked for the staff.

● **Management.** Supervising the actions of other clerical staff and handling requests from other staff members for scheduling, etc.

● **Organizational:** Multi-tasking, ability to prioritize tasks, take initiative to clarify priorities and seek direction as needed to manage priorities.

### COMPENSATION & BENEFITS

- Compensation ranges from $22-$24 per hour commensurate with experience.
- 4 weeks PTO, 100% paid Employee health and dental benefits, 403b plan, gym on site, paid parking
- Professional development and certification opportunities
- Mission oriented organization with strong reputation in the community

Maria Droste Counseling Center is an equal opportunity employer.

**Learn more about us at our website:** [https://mariadroste.org/about-us](https://mariadroste.org/about-us), or [click here](https://mariadroste.org/about-us).