



## Staff Bookkeeper

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### Staff Bookkeeper Position Description

The staff bookkeeper serves as a part of 501 Commons' administrative team. This position will be responsible for providing bookkeeping and basic accounting services within 501 Commons to ensure that our team and clients have accurate and timely finance information. This position works closely with program managers to support 501 Commons' programs help nonprofits thrive in the long term and effectively serve the community.

### Essential Functions

- Process accounts payable and accounts receivable in QuickBooks
- Ensure accurate and timely monthly financial close and account reconciliations
- Vendor account and file maintenance
- Investigate and resolve billing and invoicing questions and issues
- Support payroll processing
- Prepare accounting records, financial statements, or other financial reports and assess for completeness and accuracy
- Compile, code, categorize, calculate, and audit or verify data
- Maintain general ledger and accounting filing systems (both electronic and physical), posting journal entries as necessary
- Respond to inquiries and provide financial information to team members, clients, vendors, and partners by phone, in written form, or in person

### Qualifications

- Previous bookkeeping experience and/ or relevant education
- Knowledge of Quickbooks accounting software
- Ability to accurately process and record a high level of details
- Experience with data entry including keyboarding and 10-key skills
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology
- Previous experience with nonprofit organizations – a plus
- Basic knowledge of laws, tax codes, government regulations and agency rules – a plus

### Competencies

- Engages in and demonstrates good active listening with diverse groups of clients, peers, volunteers, and supervisors
- Maintains and demonstrates a customer-focus consistent with 501 Commons' values and current program strategies and guidelines
- Utilizes critical thinking skills and produces work at a high level of accuracy
- Uses good time management and organization skills demonstrated by meeting or exceeding deadlines, maintains an accurate work calendar, and sufficiently anticipates task duration.
- Fosters strong professional relationships with clients, peers, and supervisors

- Effectively communicates with clients, peers, and supervisors in written and or verbal forms that is both timely, accurate, and complete.
- Consistently acts with integrity, ethics, and high moral standards
- Actively learns on the job through exposure to new challenges, professional education opportunities, team training, and learning from others
- Maintains and improves technical accounting knowledge and skills by attending trainings as requested, participating in giving and receiving team training, and identifies knowledge gaps

### **Work Environment/Physical Demands**

This position operates in a professional office environment and routinely uses standard office equipment such as computers, phones, copiers, and filing cabinets.

The physical demands required to successfully perform the essential functions of the job include: talking and listening; standing; walking; sitting for extended lengths of time; keyboarding, including 10 key; occasionally reaching and bending.

### **Expected Hours of Work**

This is a part-time, 20-24 hours per week, non-exempt (hourly) position. The salary range for this position is \$19-\$23 an hour, DOE.

### **Inclusiveness Statement**

501 Commons is an equal-opportunity employer. We seek to recruit persons of diverse backgrounds and support the retention and advancement of diverse persons within the organization. We believe that having a board, staff, and volunteer corps with diverse personal and professional backgrounds enhances our ability to meet our mission.

501 Commons is committed to providing an inclusive workplace that includes people of diverse backgrounds and fully utilizes their talents to achieve its mission. We are committed to fostering and supporting a workplace culture inclusive of people regardless of their race, ethnicity, national origin, gender, gender identity, sexual orientation, socio-economic status, marital status, age, physical abilities, political affiliation, creed, religious beliefs or any other non-merit fact, so that all employees feel included, equally valued and supported.

### **Application Instructions**

To apply, send a resume and cover letter to [jobs@501commons.org](mailto:jobs@501commons.org) with *Staff Bookkeeper* in the subject line.