



Job Description

Job Title: Full-Charge Bookkeeper/ HR

Department: Operations

Immediate Supervisor: CEO

Status: Full-Time Exempt

Job Summary/General Duties: Perform a wide range of functions including Bookkeeping and Financial Management, Personnel Procedures, and audits, all of which are intended to promote the efficient functioning of the Center.

Principal Duties and Responsibilities:

1. Keep accurate financial records of all income and disbursements; compiling various financial and statistical records; setting-up, posting to, balancing, and adjusting accounts; control accounts receivable/payable and petty cash and other various fund accounts.
2. Responsible for all banking; reconciling statements; accumulating records and compiling financial reports as required by the agency.
 - a. Reports would include but not be limited monthly financials to the board of directors and staff leadership; other financial reports as needed; annual audits and other financial related audits (i.e.: third party funders)
3. Interfacing with an outside independent auditor for annual audits to include but not limited to local, state and federal reporting related to private not for profit 501 c (3) organizations. In addition, preparing any and all audits required for federal and state funded programs.
4. Reconcile differences within the record keeping system; allocate and charge encumbrances and expenditures to appropriate accounts and organization units.
5. Maintain payroll system, receiving timesheets in a timely manner, W-4 forms, and compensation records.
6. Assist in conducting a continuous personnel management program to include but not limited to:
 - a. Keep informed of changes in personnel regulations, policies and procedures and alerting the staff to the significant changes.
 - b. Update employees regarding insurance investment plans available through the Center, premium increases, open enrollment periods, claim forms, etc.

- c. Serve as a point of reference for employee inquiries through continuous contacts with personnel at all levels to give and receive routine information and to relay messages and instructions from the CEO.
7. Responsible for billing and reporting to:
 - a. Department of Rehabilitation Fee for Services Contract
 - b. Department of Rehabilitation Title VII Older Individual who are Blind (OIB) Grant
 - c. Other grants and contracts
 8. Maintain the SDCB liaison with investment firms
 9. The lead staff for the Board of Directors Finance Committee
 10. Oversee the annual inventory and sales of products for the SDCB Technology Center and Store
 11. Provide and maintain accounting for other affiliated programs
 12. Insurance billing for the Low Vision Clinic
 13. Supervise bookkeeping assistant

Additional Responsibilities:

1. Expand skills and knowledge through in-services offered at the Center and in the community.
2. Attend all required staff meetings and committee assignments.
3. Help with special events as needed.
4. Know all emergency procedures and adhere to the Illness and Injury Prevention Program.
5. This job description in no way states or implies that these are the only duties to be performed by this employee. He or she may be asked to work over- or overtime and will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

Qualifications:

1. Be able to demonstrate possession of the knowledge and skills necessary to carry out above function. Have basic bookkeeping, computer, and administrative skills.
2. Qualifying experience and/or education of at least two years' work experience performing bookkeeping, fiscal, statistical, and clerical accounting activities.
3. Possess ability to communicate effectively, in both verbal and written formats.
4. Ability to supervise both paid and volunteer staff members.
5. Have knowledge of personnel regulations and procedures.
6. Preferred qualifying experience and or education providing the functions for a private not for profit 501 (c) 3 organization.
7. Ability to write comprehensive financial reports.
8. Qualifying experience in using QuickBooks and QuickBooks Point of Sale software or its equivalent.