

Job Title: Bookkeeper
Organization: Audubon Society of RI
Location: Smithfield
Salary Range: \$18-\$21/hr. DOE
Start Date: Asap
Part Time: 20/hrs. per week
Permanent
Reports to: Sr. Director of Finance & Administration

Job Description

ESSENTIAL FUNCTIONS:

The Bookkeeper is responsible for executing moderately complex accounting/financial procedures as well as reviewing and reconciling the work of others. Working in partnership with the Sr. Director of Finance & Administration, the Executive Assistant, the duties of this position encompass a wide range of detailed accounting/financial transactions including general and subsidiary ledger entries, financial report preparation, bank statements reconciliations, budgeting and tax reporting. The Bookkeeper verifies accuracy and coding for journal entry transactions and compares against source documents to insure compliance with established accounting procedures. Also, the Bookkeeper assists with Human Resource issues, vendor/cost research, grants management, audit preparation, and performs clerical duties related to accounting tasks and functions. This position interacts with staff and volunteers throughout the organization as well as board members, donors, vendors, and organization partners. The Bookkeeper also provides supervision to temporary office volunteers.

DUTIES SPECIFIC TO THIS POSITION:

1. Provide all of the normal services that are typically assigned to this role, including processing A/P, making deposits, reconciling department accounts and issuing reports.
2. Assist with Human Resource needs including preparing new hire packages, processing payroll, monitoring and reporting health insurance needs, managing compensation benefits and reconciling accrued time off benefits.
3. Communicate with vendors and account representatives to ensure that all services and equipment meet agreed upon standards. This includes fielding calls and conducting research in order to identify best practices and products.
4. Perform other duties as assigned by supervisor such as filing, participation in special events and occasional back-up support for Reception desk.

KNOWLEDGE/SKILLS:

- Bachelor's degree with 2-3 years related work experience, or equivalent combination of education and experience.
- Knowledge of GAAP and understanding of the basic principles of fund accounting.
- Understanding of basic Human Resources such payroll/benefits processing.
- Familiarity with basic concepts of IT. Preferably with some experience in network administration, programming or user support.
- Firm knowledge of MS Office applications and QuickBooks (this will be tested). Database experience (Raisers Edge) preferred.

- Proven organizational and administrative skills with an unwavering attention to detail.
- Ability to organize time, manage diverse activities and meet deadlines.

COMPLEXITY/PROBLEM SOLVING:

- Coordinate multiple diverse projects with several variables, set realistic deadlines, and manage a timeline.
- Adapt or modify processes in response to changing circumstances.
- Interpret guidelines and analyze factual information.
- Resolve routine problems independently; consult with supervisor to develop plans for resolution of unusual or complex problems.

DISCRETION/LATITUDE/DECISION-MAKING:

- Duties are performed under minimal supervision and established guidelines.
- Demonstrates common sense, flexibility, and teamwork with the ability to exercise independent judgement. Makes day to day decisions within the scope of work assignment.
- Opportunities to act independently on assigned tasks. Refers difficult questions or unusual problems to supervisor.

RESPONSIBILITY/OVERSIGHT -FINANCIAL:

- Financial responsibilities include working within budget while completing check requests, handling petty cash, and negotiating and contracting with vendors.
- May assist in budget development, and compile and distribute supporting reports.

COMMUNICATIONS/INTERPERSONAL CONTACTS:

- Formulates and clearly communicates ideas to others, providing a variety of information to staff and others to assist workflow throughout the organization.
- Works and communicates with a diverse group of people, including donors, volunteers, applicants, vendors, partners, the public and other staff.
- Consistently demonstrates professional, positive, and approachable attitude/demeanor and discretion. Demonstrates sensitivity in handling confidential information.

WORKING CONDITIONS/PHYSICAL EFFORT:

- Work requires only minor physical exertion and/or strain. Work environment involves only infrequent exposure to disagreeable elements. May use personal car; work occasional evening or weekend; or travel within state.

How to Apply

Interested and qualified individuals should forward their resume to: Kolby Purcell at KPurcell@asri.org Submissions reviewed on a rolling basis