



BOOKKEEPER JOB DESCRIPTION

Classification: Part-time (*20 hours per week*)

Office Schedule: In Person; Flexible Hours

Salary Range: \$25-\$30/hour

Reports to: Administrative Director

Date Written: July 2023

Job Summary and Key Objectives:

The Bookkeeper is responsible for administration of financial data and compliance of the Junior League of Washington (JLW) by maintaining accurate books on accounts payable and receivable, payroll, and financial entries and reconciliations.

Key Responsibilities and Tasks:

- Coordinate JLW's financial planning and budget management functions.
- Oversee organization budget and financial transactions, including payroll, AP/AR, and analyze/identify opportunities to achieve greater financial efficiencies and internal control processes.
- Ensure JLW's accounting procedures conform to generally accepted accounting principles and proper accounting controls are maintained.
- Meet with the Treasurer and Vice Treasurer monthly to track budget progress and review month-end financials.
- Oversee the annual audit and filing of the organization's 990 and ensure legal compliance of all financial activities.
- Ensure state tax exempt filings and charitable registrations are kept up to date.
- Review and keep up to date all finance policies and procedures for JLW.
- Close batches in Digital Cheetah and Raiser's Edge, ensuring account and class coding is correct. Pull the total revenue data for the accountants on a monthly basis.

Desired Skills of the Bookkeeper:

- Extensive knowledge of the principles, practices and procedures of accounting, finance, budgeting and planning for a not-for-profit.
- Must be a strategic thinker with the ability to conceptualize and act upon JLW's financial objectives and operationalize these objectives.
- Demonstrate knowledge of laws, procedures, regulations, and best practices relating to not-for-profit accounting practices and financial reporting.
- Ability to exercise considerable judgment and discretion in establishing and maintaining confidentiality and good working relationships with internal and external stakeholders.
- Excellent attention to detail and the ability to handle multiple competing priorities.
- Experience with Bill.com and QuickBooks preferred.
- Excellent computer skills and working knowledge of Office 365 products (Word, Excel, and Outlook).
- Self-starter with excellent follow-through with the ability to work with minimal supervision.
- Highly ethical.

Physical Requirements:

- Sitting, standing, and stooping.
- Ability to climb stairs.
- Ability to lift and carry up to 25 lbs. short distances, up and down stairs.

The Junior League of Washington is an organization of women whose mission is to advance women's leadership for meaningful community impact through volunteer action, collaboration, and training.

Qualifications:

- Bachelor's Degree in Accounting, Business Administration, Finance, or related field.
- Financial management experience, including preferably in an association or other non-profit environment.
- Experience working in an office and/or non-profit environment is considered a plus.
- Familiarity with computer-based applications including, but not limited to, Word, Excel, member database/management systems.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement:

Junior League of Washington does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Application Process:

To apply, please email your cover letter and resume to president-elect@jlw.org with "Bookkeeper" in the subject line. The deadline to apply is August 15, 2023 and submissions will be reviewed on a rolling basis. No calls or drop-ins please.