



Job Title: Bookkeeper
Reports to: Executive Director
Department: Accounting
Division: The Divine Mercy Center
Job Hours: This is a non-exempt, part-time position. Some evening and weekend work will be necessary.

Organizational Vision

To answer the call of Jesus Christ by providing a peaceful refuge of hope for all of God's people. We strive to be a vibrant community in the world today by spreading and teaching the message of Jesus, The Divine Mercy. Empowered by the Holy Spirit and with the Blessed Virgin Mary, we pray for healing for every strata of the Church.

Organizational Mission

To reach out and share God's Mercy through prayer and teaching as we minister with hearts of love and compassion. We pray to Jesus through the intercession of the Blessed Virgin Mary, as Our Lady of Sorrows, for the healing of aching mankind. We prayerfully support the priesthood, religious, laity, and unborn, and serve the poor, destitute, and lonely, remembering "One by one and every one counts."

Summary

The Bookkeeper will be responsible for data entry, bookkeeping responsibilities, payroll, helping and creating organizational and program budgets in collaboration with the Executive Director, clerical and administrative support, and other misc. tasks to ensure effective and efficient operation of the organization.

Responsibilities

1. Bookkeeping Responsibilities: Assists the Executive Director with budget preparations; Assist with tax preparation and completes all required forms; Tracks, manages and calls in payroll hours; Discuss variances with Executive Director and determine corrective action as needed; Enter payables, pay bills and maintain ledgers; Enter receivables and prepare and make bank deposits; Reconcile bank accounts; Assure expenditures are in accordance with the approved fiscal budget; Manage invoice activities; Generate 1099's and W-2's; Submit accounting reports and routine financial statements to the Executive Director after review for accuracy; Prepare appropriate schedules and reports as requested by donors or the Executive Director; Reports any problems or discrepancies to the Executive Director.
2. Files, copies and types documents in a timely and efficient manner.
3. Operates standard office equipment efficiently such as photocopy machine, computer, telephone system, facsimile machine, postage meter and scale.
4. Coordinates volunteers to assist with projects as defined in annual strategic plan.
5. Proficiently uses Microsoft Office programs; QuickBooks, QuickBooks POS; Donor Perfect, and internet on computer when necessary in relation to job responsibilities.
6. Types correspondence and memos in the proper format and distributes as assigned.
7. Support to the Executive Director as required.
8. Maintains a professional office environment and promotes a positive image for the organization.
9. May be required to lift packages up to 20 pounds.
10. This position description is not intended to be all inclusive. The employee will also perform other duties that are reasonably related to their job, as assigned by the Executive Director.



Skills:

Strong background and work experience in bookkeeping

Time management, planning and organizational skills

Ability to work effectively under pressure, meet demanding deadlines and multiple changing priorities.

Reliable, open to direction and collaborative work style and commitment to get the job done

Excellent oral and written communication, interpersonal and customer service skills

A demonstrated commitment to high professional ethical standards

Knowledge of tax and other compliance implications of non-profit status

Excels at operating in an fast pace, community environment

Thoroughness and attention to detail

Confidentiality

Diplomacy

Professionalism

Telephone etiquette

Keyboard skills

Must have a valid driver's license and vehicle - travel may be involved

Excellent computer skills and **proficient Microsoft Office, QuickBooks** (Bookkeeping and POS), Donor

Perfect

Education/Experience:

Bachelor's degree (B. A.) from four-year college or university and **minimum three to five years**

demonstrated excellence in bookkeeping experience with proven ability to manage, organize and execute professionally; or equivalent combination of education and experience.