



POSITION DESCRIPTION

TITLE: Bookkeeper

CLASSIFICATION: Non-Exempt

SUPERVISOR: Executive Director

PRIMARY JOB FUNCTION: The Bookkeeper's responsibilities include recording, organizing, and tracking financial activities. Work closely with the executive director, other staff members, and board treasurer to ensure that financial transactions are handled accurately and in compliance with Swift Youth Foundation's accounting standards

ESSENTIAL FUNCTIONS

- Run the update link in QB to import bank transactions
- Download debit card transactions and incorporate into Google Sheets file
- Review supporting documents (invoices/receipts/contracts) for debit card transactions as well as explanations from card users and incorporate into Google Sheets file
- Code all transactions
- Incorporate any deposits outside of Qgiv into the Deposits and Expenses file, complete coding, and replicate coding into QB transactions
- Run and save monthly bank statements
- Run P&L by class to check for any missing "Classes"

Education and Skill Requirements:

- Budgeting
- Communication- need to be able to communicate with colleagues to gather data, answer questions, and explain financial information.
- Organizational skills- must be able to manage workload and time effectively
- Problem-solving- must be able to solve problems like fixing entry discrepancies, finding missing data, and handling late invoices.
- Time management-must be able to meet deadlines and structure schedule to complete all their tasks.
- Must have a good understanding of financial principles and be able to track multiple revenue streams and funding restrictions.
- High school diploma required
- Experience with bookkeeping required, CNAP Preferred
- Must be available to work at least 5-10 hours per week.

Salary Range & Working Conditions:

- \$20-\$23 per hour DOE
- Hybrid- Mostly remote/virtual with some work in an office environment.