

Bridging The Gap

Position Description

Job title	<i>Bookkeeper</i>
Reports to	<i>Operations Director</i>
FLSA	<i>Part Time (16-20 hrs/wk) Non-Exempt</i>

Job purpose

The primary purpose and function of this position is to assist the Operations Director (CFO) in keeping the financial records up to date by recording all daily financial transactions, including vendor payments, invoicing, and deposits. This position is critical to ensuring that daily accounting functions run accurately and effectively and satisfy the needs of customers, funders, and staff.

Job Responsibilities:

- Manage relationships with vendors, service providers, ensuring that all items are invoiced and paid on time.
- Collect W-9's and prepare 1099's annually.
- Make deposits and enter data into QuickBooks financial system and Salesforce Database.
- Allocate costs among programs and funding sources as appropriate and directed.
- Prepare invoices for grants and government contracts.
- Reconciliation of credit card statements and download into QuickBooks. Will set up a system for maintaining receipts and approvals online within the banking system.
- Prepare monthly bank reconciliations and evaluating discrepancies.
- Maintain files and documentation thoroughly and accurately, in accordance with Internal Controls and accepted accounting practices.
- Assist with gathering of information and documents for annual audit process and specific grant audits as required.
- Enter and process Payroll when the Operations Director is on vacation.
- Trouble-shoot technical issues with internal and external systems used for financial management.
- Other related tasks and projects as assigned.

Qualifications

- Minimum of 2 years bookkeeping experience or combination of education and experience
- High school diploma or equivalent required. Some accounting coursework preferred
- Ability to meet deadlines while maintaining accuracy and prioritize work
- Excellent communication and math skills

- Ability to work in a continuously changing environment and updates job knowledge by participating in educational opportunities
- Ability to work independently and cooperatively as an effective team member
- Proficient in working with and trouble-shooting technology. Experience with MS Office, especially excel and QuickBooks or similar software required.
- Knowledge of bookkeeping, data and administrative management practices and procedures
- Display a high level of integrity and confidentiality with internal and external audiences
- Committed to diversity, inclusion, and equity in the workplace, valuing all perspectives and encouraging contributions by all team members
- Must maintain an up-to-date Covid 19 vaccination status

Working Conditions and Physical requirements

- Prolonged periods of working at a computer doing detailed entry and review
- Required to work in the Kansas City, MO office at least 1 day per week the remaining hours may be offsite as long as a good level of accuracy, integrity, communication, and productivity is maintained

Positions Supervised

Office Volunteers

Salary & Benefits

2 weeks of paid vacation, paid holidays which generally include the week between December 24th and Year's Day but may adjusted to meet your cultural or religious preferences, supportive team atmosphere, schedule flexibility, and a dog friendly office.

Starting pay range is \$18 - \$22 per hour.

Bridging The Gap is an equal opportunity employer and understands the value of having a team with a diversity of experiences and perspectives to optimize our potential for compassion, collaboration, creativity, and excellence in service. BTG encourages people of all backgrounds to apply.

To apply, please send (email preferred) a cover letter and resume outlining your qualifications for the position including work background, education, experience, and other skills that may qualify for this position to:

Bridging The Gap
 Attn: Becki DeRusseau
 1427 W9thSt, #201
 Kansas City, MO 64101
Becki.DeRusseau@Bridgingthegap.org