

JOB TITLE: BOOKEEPER

DESCRIPTION:

The Bookkeeper is responsible for processing disbursements and receipts, processing payroll, providing support during the financial audit, ensuring compliance with any IRS reporting, and following the Financial Policies and Procedures as set forth by the Board of Directors. Additional responsibilities include making recommendations for improved processes and working with the Finance Committee. This position is directly responsible to the Executive Director.

RESONSIBILITIES/PERFORMANCE STANDARDS

1. Processes organizational disbursements and receipts.
 - 1.1. Collects invoices, reimbursement requests, and receipts to process disbursements.
 - 1.2. Collects check stubs, deposit slips, and donor information to process receipts.
 - 1.3. Records each transaction in the accounting software.
2. Manages financial reporting.
 - 2.1. Prepares balance sheet, income statement, general ledger, and journal entry reports for the approval of the Executive Director.
3. Processes payroll.
 - 3.1. Provides prompt bimonthly payment for Gill staff.
 - 3.2. Updates payroll records by entering changes in exemptions, insurance coverage, deductions, etc.
4. Facilitates annual financial audit.
 - 4.1. Works with the organization's auditing firm to prepare selections.
 - 4.2. Is available for additional hours during the week of the audit (August or September).
 - 4.3. Implements any suggestions made by the auditing firm.
5. Complies with IRS and Texas Workforce Commission reporting requirements.
 - 5.1. Files payroll taxes monthly.
 - 5.2. Files Form 941 quarterly.
 - 5.3. Prepares and submits wage reports for unemployment tax to Texas Workforce Commission quarterly.
 - 5.4. Prepares Forms 1099 annually.
 - 5.5. Prepares and submits Forms W-2 annually.
 - 5.6. Works with the organization's auditing firm to prepare the Form 990.
6. Completes special projects at the request of the Executive Director.
 - 6.1. Assignments completed as requested within specified period.

EDUCATION AND TRAINING

The ability to speak, write, and read English fluently is required. Certification by the American Institute of Professional Bookkeepers, a bachelor's degree in accounting, or equivalent experience required.

KNOWLEDGE AND SKILLS

1. Working knowledge of bookkeeping software programs.
2. Working knowledge of nonprofit organizational structure.
3. Ability to analyze information and make decisions based upon that analysis.
4. Ability to handle detail effectively.

WORK HOURS AND LOCATION

The Bookkeeper position is part-time with an average of 20 hours per month during regular office hours which are Monday – Friday, 8:30AM to 3:30PM. Times may vary. The office is located at 555 Hemphill Street, Suite 200, Fort Worth, TX 76104.

TO APPLY

Interested persons should fax or email cover letter, resume, and salary requirements to:

ATTN:
Executive Director
555 Hemphill Street, Suite 200
Fort Worth, TX 76104
Fax: (817) 332-5070
Email: info@gillchildrens.org