

**INDEPENDENCE HOUSE, INC.
JOB DESCRIPTION 15 Hours**

FULL CHARGE BOOKKEEPER

Independence House, Inc. (IH) is a comprehensive domestic & sexual violence community based agency and shelter program in Barnstable County that focuses on meeting unique and cultural needs of survivors and their children. The IH Emergency Domestic Violence Shelter is a fully inclusive pet and therapeutic animal friendly environment. We provide safety, food, shelter, advocacy, counseling and other resources to assist survivors in rebuilding violence-free lives for themselves and their children. IH is committed to the values of inclusivity, equality, anti-oppression, non-hierarchical structure, and a non-judgmental and empowerment framework. IH works closely with other agencies in the community, to provide a comprehensive network of resources for survivors of violence and their children. IH works with these agencies and other community groups to provide education, prevention and training about domestic & sexual violence toward community transformation and change. Please see our website at www.independencehouse.org for more information.

JOB SUMMARY

The Bookkeeper is responsible for, but not limited to maintaining the day to day accounting functions, accruals, financial statements, prep and general accounting duties.

SUPERVISION RECEIVED

The Bookkeeper reports directly to the Director of Finance. Regular duties are expected to be performed independently within the policies and procedures of the organization.

SUPERVISION EXERCISED

The Bookkeeper provides no direct supervision to staff, but is responsible for conveying the needs, policies and procedures of the finance office to agency staff.

DUTIES AND RESPONSIBILITIES

- Prepare and process bi-weekly payroll through our payroll company.
- Verify and code timesheets, enter payroll data, and process for transmitting, prepare associated journal entries.
- Calculate and report benefit balances (vacation, sick, etc.)
- Prepare reports for 403 (b).
- Set up new vendors and request W-9s as required.
- Distribute W-2s yearly.
- Receive invoices, bills, check requests and expense reports, review for completeness and match with supporting documentation, submit for approval, process and verify accuracy of payments.
- Reconcile accounts payable in the general ledger for possible discrepancies.
- Post payments and bills in general ledger.
- Maintain account signers.
- Prepare budgets and manage funding contracts/grants.
- Prepare and submit payments to Executive Director for signature.

- Prepare cash disbursements and secure signatures.
- Process and reconcile petty cash disbursements.
- Create accounts receivable payments from funding sources.
- Monitor accounts receivable aging reports.
- Handle phone calls related to vendors.
- Assist in preparation and providing documentation for auditors.
- Prepare regular accounting and payroll census reports and other reports as needed.
- Prepare back up documentation for billings on a monthly basis and assemble.
- Prepare monthly billings.
- Complete application information requests, etc. upon receipts.
- Make copies, scans, faxes, etc. for finance department and mail/email billings as needed.
- Maintain security and confidentiality for payroll and accounting systems as well as client confidentiality.
- Assist with daily accounting operations including general ledger balance, accounts receivable assessments and billing as needed.
- Assist with month end and annual closing routines.
- Assist Director of Operations & Personnel with compensation and benefits.
- Perform other duties as assigned.

QUALIFICATIONS

Associates degree in accounting or related field preferred or equivalent combination of education and experience.

Minimum of 2-4 years' experience in non-profit sector/accounting/bookkeeping.

Proficient in Microsoft, Excel, Quick Books and Outlook.

Able to work with limited supervision.

Efficient, well organized, detail oriented, team player, flexible.

Dependable, reliable, able to take initiative and work independently; assuring that projects and duties are completed timely and accurately.

High aptitude for numbers.

Effective written and oral communication skills.

Able to pass background clearance checks annually.

Competitive pay with benefits

This description indicates the general duties that will be required in this position. It is not intended to exclude other duties, not mentioned, that are of a similar level or difficulty.

Diversity and positive atmosphere in organizational practices is a core value of Independence House resulting in culturally competent services, materials, resources, and programs. Our hiring and business practices appreciate the strengths offered through different backgrounds.