

Operation Support Our Troops-America – Part-Time Bookkeeper/Accountant – Contractor position

Position Summary:

This position reports to the Executive Director and is responsible for implementing and/or maintaining the organization's accounting system.

Essential Duties and Responsibilities:

- Manage all aspects of day to day bookkeeping and accounting processes including but not limited to: A/P, A/R, general ledger, payroll, journal entries, petty cash, credit card activity, inventory, monetary and non-monetary donations, accruals, bank and investment activity, and bank reconciliation.
- Prepare Journal Entries for prepaid expense, deferred revenue and payroll cash accounts
- Process employee expense reimbursements in a timely manner.
- Execute payroll activities using a 3rd party payroll service provider.
- Voucher and track all restricted grant funding and expenses each month
- Prepare, review and file year end tax requirements – W2's, 1099s. etc.
- Prepare monthly and quarterly financial reports, including standard financial reports, budget vs. actual reports and grant-specific financial reports.
- Coordinate with outside CPA and Auditors in preparation of and completion of annual internal and external audits. Follow-up on all Audit requests and provide explanations.
- Support Executive Director in development and analysis of annual budgets. Track budget to actual and provide explanations of variance
- Maintain accounting procedures and policies and systems of internal controls to ensure the integrity of all financial systems.
- Perform non-routine tasks requiring strong judgment and initiative.
- May require attendance at organization events

Desired Qualifications:

- Proficiency in QuickBooks and Microsoft Office Suite
- A working knowledge of 501c(3) structure and operations
- Bachelor's degree or equivalent work experience
 - 3-5 years relevant experience, clear understanding of accounting principles
- Additional proficiencies in Excel and database management.
- Excellent verbal and written communication skills
- Strong organizational, problem-solving and analytical skills: ability to manage priorities
- Strong attention to details, investigative/audit mindset
- Understanding of and commitment to the organization's mission
- Team player able to interact with and communicate with organization employees, contractors, volunteers and board members.

This job description provides a general but not comprehensive list of the essential responsibilities and qualifications required. It does not represent a contract of employment.