



Job Description

Job Title: Bookkeeper
Department: Administration
Reports to: Finance Director/Executive Director
FLSA Status: Exempt / Full Time
Revision Date: 3/15/2023

GENERAL POSITION SUMMARY

The Bookkeeper's primary responsibility is the documentation of finance, accounting and reporting activities. The Bookkeeper will lead day-to-day finance operations and oversee daily operations including functional responsibility over accounting, accounts payable, accounts receivable, and payroll. The Bookkeeper will ensure that RCPC has the systems and procedures in place to support effective program implementation. The Bookkeeper will work closely with Program Managers and their staff to educate them regarding finance and accounting procedures and explore how the finance department can support program operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Operational Duties:

- Knows all duties of the finance department and performs them when needed, including payroll, accounts payable, and accounts receivable utilizing internal control procedures;
- Maintain regular financial planning reports; monthly profit and loss forecast by department (budget VS actual), balance sheet and income statements;
- Ensure timeliness and accuracy of financial management reporting for federal and state funders, foundations, and RCPC's Board of Directors;
- Assist in the development and maintenance of the agency's annual budget;
- Assist in development of financial planning and analysis exercises/reports;
- Reviews all month and year-end closing activities;
- Enhance and implement financial and account systems, processes, tools and controls systems;
- Organize, prepare and execute all necessary tasks for the completion of RCPC's annual audit, or any other finance related internal or external audits;
- Assist in overseeing the agency's cash management and prepare monthly bank reconciliations for all accounts;
- Ensures financial processing for RCPC's Health Insurance program;
- Ensures financial processing for RCPC's Benefits package as directed by the Board of Directors;
- Ensures maintenance of appropriate internal controls and financial procedures;
- Ensure timeliness and accuracy of financial reporting mandated by federal and state laws, including forms: W-2, 1099, 941, and State Unemployment quarterly reports;
- Coordinate and assist the Agency's independent CPA for the proper filing of tax returns (Form 990);
- Ensure Legal and regulatory compliance regarding all financial functions;
- Research, troubleshoot, and respond to wide range of inquiries related to Finance.
- Other duties may be assigned.



KNOWLEDGE, ABILITIES AND SKILLS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Microsoft Solomon Experience a plus, but not required;
- Superior Microsoft Excel and Word skills;
- General ledger knowledge and experience;
- Avid multitasking;
- Detail oriented with a high level of accuracy;
- Motivated and willing to take initiative;
- Team oriented;
- Maintain strict confidentiality;
- Excellent oral and written communication skills;
- Excellent Interpersonal Skills;
- Experience and/or desire to work in a non-profit environment and with families and children.

MINIMUM EDUCATION/EXPERIENCE:

- Minimum two years of bookkeeping/accounting experience;
- Bachelor Degree in accounting preferred.

PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged sitting or standing for long periods of time;
- Frequent bending, stooping, reaching, pushing and pulling;
- Occasionally will lift up to 10 pounds;
- Normal vision range;
- Frequent rapid mental/hand/eye coordination and manual dexterity.