

Skagit Domestic Violence & Sexual Assault Services

Bookkeeper

Hours: 0.6 FTE (21 hours/week)

Responsible to: Executive Director

Salary: DOE

Classification: Exempt

General Responsibilities: Financial management, which includes but is not limited to: processing and management of all receipts, authorized disbursements, payroll, financial records, financial reporting, audit preparations, assisting the Executive Director with the budgetary process, providing clerical/support services, and donor tracking.

Financial Responsibilities

- Perform bookkeeping functions, including (but not limited to): making deposits; paying bills; preparing and sending invoices; writing and posting checks; managing payroll, taxes, deductions and benefits; tracking expenditures; maintaining ledgers, journals and charts of accounts. Operate on a fund-based, accrual accounting system to conform to Generally Accepted Accounting Principles (GAAP).
- Monitor existing contracts and grants; prepare reports to funders.
- Compute W-2's, 1099 and reports at years end; Prepare records for 990 IRS, prepare and provide records for yearly audit .
- Complete payroll reports for IRS, L&I, FICA, Employment Security.
- Assist in the preparation of the annual budget and any other subset of agency budgets.
- Coordinate the compilation of statistics and reports as required by the Executive Director.
- Generate reports for the Board of Directors; meet with the Board Treasurer as needed.
- Prepare annual records of revenue, expenses and in-kind report
- Prepare records for and oversee the completion of the annual audit.
- Oversee the appropriate and secure storage of all financial records.
- Pickup mail at post office and deliver mail at the end of the work day.

Administrative Coordination/ Other:

- Provide office support as needed by maintaining office and shelter inventory and ordering necessary office supplies, helping with mailing needs, etc.
- Maintain donor database.
- Coordinate donor thank you in cooperation with Executive Director/
- Maintain accurate and up-to-date service reports and records as required.
- Keep all files and systems in appropriate and organized order and in a manner that other management staff can retrieve data or files as needed.
- Adhere to current and future standards and 'statements of work' pertaining to this position as required by current and future agency contracts.
- Maintain client confidentiality at all times, except when compelled to share information by law or when the client has signed a release of information.
- Ability and willingness to work with MS Office Suite, Peachtree or other accounting software.
- Other duties as assigned.

Qualifications:

- Three years accounting experience; Associate or Bachelor's Degree in accounting a preferred.
- Knowledge of generally accepted bookkeeping practices.
- Successful completion of a criminal background investigation.
- Ability to work independently and to meet deadlines.
- Must be flexible and adaptable to changes in job duties & goals; must be punctual and dependable
- Excellent written communication and organizational skills.
- A valid Washington State driver's license, adequate auto insurance and a reliable vehicle required.

It is our policy and in accordance with our commitment to eliminate discrimination to provide equal employment opportunity and to provide services to anyone who seeks assistance, regardless of ethnicity, culture, gender, age or sexual orientation.