

## Job Description

### Part-time Bookkeeper, Shepherd's Center of Charlotte

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#### Summary

The Bookkeeper, working under the supervision of the Executive Director and Board Treasurer, contributes to the overall efficiency and effectiveness of financial operations, enabling the organization to achieve its mission and vision. Responsibilities include meticulous maintenance of financial transactions, ensuring accurate financial records, and supporting the stewardship processes.

#### Key Job Responsibilities

Financial Records: Ensure all financial transactions are accurately recorded in the accounting system.

Accounts Payable and Receivable: Manage invoices, process payments, and reconcile accounts receivable/payable.

Expense Tracking: Record and categorize expenses, ensuring proper allocation and adherence to budgetary guidelines.

Donor Stewardship: Generate timely and personalized acknowledgment letters and ensure accuracy and compliance with IRS guidelines for donor acknowledgment. Contribute to developing and implementing stewardship strategies to cultivate and retain donors.

Payroll Processing: Process payroll accurately, including deductions, taxes, and benefits.

Bank Reconciliation: Prepare financial accounts for third-party reconciliation and resolve any discrepancies.

Financial Statements: Generate financial reports for board meetings and grant applications.

Budget Management: Assist in developing and monitoring budgets, providing insights into spending patterns and variances.

Audit Preparation: Prepare documentation and assist auditors during financial audits, ensuring compliance with regulatory requirements.

Tax Reporting: Prepare sales tax reports for refunds and assist in tax preparation and filing.

Financial Controls: Implement and maintain internal controls to safeguard financial assets and prevent fraud.

#### Qualifications

Bachelor's degree in finance, Accounting, or Business or an equivalent combination of education and experience.

Proficiency with QuickBooks Online.

Working knowledge of donor management software.

Understanding of nonprofit accounting principles and regulations (preferred).

Meticulously detail-oriented.

Highly organized.