



Highlands Center for Natural History

BOOKKEEPER/ACCOUNTANT JOB DESCRIPTION

Under limited supervision, assists the Executive Director and Board Treasurer in performing multiple duties related to the accounting and bookkeeping functions of the non-profit organization within established deadlines.

The bookkeeper/accountant will perform financial duties for the Highlands Center for Natural History in accordance with the Accounting Policies as follows:

DUTIES AND RESPONSIBILITIES

ACCOUNTS PAYABLE:

Confirm organization liabilities are authorized and appropriate documentation received. Post and process payments for supplier invoices and credit card charges.

ACCOUNTS RECEIVABLE:

Prepare and issue customer invoices as needed.
Review for outstanding invoices on a monthly basis.
Post and deposit checks and cash received no less than weekly.
Record online donations, and program and event registrations.
Oversee the organization's fundraising event cash management.

PAYROLL:

Preparation of bi-weekly staff payroll.
Preparation of semi-weekly, monthly and quarterly payroll tax reporting and payments.
Process monthly employee benefits payments.
Preparation of year end payroll tax reports and W-2's.
Preparation of Vendor 1099s.
Maintain employee records.

ACCOUNT RECONCILIATIONS:

Preparation of monthly bank and investment account reconciliations.
Review of transactions for accuracy and completeness.
Adjust prepaid and accrued expenses monthly.
Reconcile and adjust various balance sheet accounts on no less than a quarterly basis.

MONTHLY REPORTS:

Preparation of monthly financial statements and reports for Executive Director, Treasurer, Finance Committee and Board of Directors.

YEAR END:

Assist Executive Director with annual budget preparation.

Preparation of fiscal year-end adjusting journal entries.

Preparation of fiscal year-end financial reports.

Work with outside CPA firm to provide information for annual financial review or audit and Form 990.

QUALIFICATIONS

Bachelor's degree in Business Administration (or equivalent field of study) with emphasis in Accounting or equivalent experience.

Certified Public Accountant (desirable) or demonstrated equivalent in education and experience.

Preferred minimum of one year experience in accounting for a non-profit organization.

Thorough understanding of nonprofit accounting, bookkeeping, and financial management information requirements. Knowledge of non-profit accounting principles and procedures.

Computer expertise, specifically including competence with accounting software and MS Excel, knowledge of QuickBooks required.

Demonstrated oral and written communication skills.

Dependability and reliability.

Honesty and Integrity.

Strong interpersonal skills.