

JOB DESCRIPTION

Position: Bookkeeping Entry 1

Supervisor: Center Director; Board Treasurer, Head Accountant

Summary: The Bookkeeping Entry 1 will work under the Head Accountant to fulfill the financial responsibilities relating to the functioning of the Center. Responsibilities shall include but not be limited to entry of bills and accounts payable, payroll preparation, and other administrative tasks related to Center finances.

I. QUALIFICATIONS:

- A. Must have completed a minimum of a high school diploma, understand generally accepted accounting procedures, and be proficient in computer technology.
- B. Demonstrate the attributes of a Christian leader in skills and character especially in the area of personal finances.
- C. Must possess strong communication skills enabling him/her to work effectively with program heads, supervisors, clients and related agencies.

II. RESPONSIBILITIES

- A. Be proficient in QuickBooks
- B. Open mail; enter bills on system, enter on system; file according to vendor
- C. Watch due dates and cash flow; print checks, get them signed, mail
- D. Match invoices with bills; check with staff responsible for purchasing to verify;
- E. Payroll: Semi-monthly and at end of each quarter
- A. Work with budgeted salaries and hourly wages as set by the board in July.
- B. Enter data into employee list on QuickBooks. Record hourly wages for appropriate employees managing sick days, comp time, substitutes, etc.
- H. Print out payroll checks semi-monthly; and distribute after being signed.
- I. Publish and distribute tuition coupon books for each family
- J. Make memorized transactions for each tuition on QuickBooks
- K. Enter on system all payments
- L. Enter late fees; Print invoices of late payments and mail; manage policy on attendance relating to late tuition.
- M. Meet with Head Accountant to figure out tuition policies for entering students and withdrawing students.
- N. Manage Prepaid tuition account with discounts and reconciling
- O. Inventory support

III. EVALUATION

The Bookkeeping Entry 1 will participate in a minimum six month probationary period during which he/she will receive two evaluations by supervisors. After the successful completion of two three month evaluations, he/she will participate in annual evaluations, or when deemed necessary by the Center Director.