

GREAT AND SMALL
BOOKKEEPER / OFFICE MANAGER POSITION

Overview:

The Bookkeeper/Office Manager is responsible for maintaining accurate and timely financial information and maintaining the accounting operations of Great and Small. The office serves as the finance resource for staff, board members and clients.

This is a 20-25 hour/week non-exempt position. On-site work is required at our offices in Boyds, but some work may be done remotely. The Bookkeeper/Office Manager reports to the Executive Director and will occasionally support the Finance Committee of the Board of Directors.

Job Responsibilities:

Will collaborate with Executive Director in all aspects of office management and bookkeeping including, but not limited to the following responsibilities:

- Invoice participant families and proactively solicit delinquent payments in a professional manner
- Coordinate with outside funding agencies to ensure invoices meet the requirements for reimbursement
- Maintain thorough and accurate records of all financial transactions in accordance with company and outside auditor policy
- Provide timely support and documentation to the outside auditor in preparation of the annual audit and Federal / State tax returns
- Pay all bills according to terms, and process and reconcile credit card payments
- Perform all bookkeeping activities including processing of receivables, payables and general journal entries
- Reconcile all bank accounts monthly
- Oversee payroll company to process payroll every two weeks and maintain paid time off accruals
- Provide financial expertise and prepare reports for external grant applications and grant reports
- Ensure all donations are accurately recorded in Salesforce and reconciled in QB, ensuring timely recognition / acknowledgement of donations, sending an end-of-year summary to each donor, provide donor reports as necessary.
- Maintain current knowledge of accounting and tax requirements

Skills Needed:

Finance and accounting experience is required. Strong QuickBooks Desktop skills, familiarity with reading and preparing financial statements, and experience preparing budgets is required. Knowledge of Salesforce and donor management software preferred. Must have the ability to work collaboratively with staff, clients, volunteers and donors. Managing an audit and experience working in a not-for-profit a plus.

To apply, send resume and cover letter with your application to info@greatandsmallride.org. NO phone calls, please.