



Position/Title: Bookkeeper

Organization: The Refuge Center for Counseling

Reports to: Operations Manager

Purpose of the Position: Supporting the vision and staff of The Refuge Center by managing and reporting the financials of the organization with the assistance of the organization's outside CPA firm.

#### Accounts Payable

- Verify billing and purchasing credit card charges and match with proper expense documentation
- Process check/electronic payments for invoices and check requests
- Maintain files and documentation matching all invoices and check requests to copies of checks
- Receive invoices and process systematic payment for all contract laborers
- Submit timesheets to payroll company and verify accuracy of payroll
- Maintain W-9 information for all contract labor and vendors
- Ensure timely, annual process and delivery of all 1099's and associated paperwork to the IRS

#### Accounts Receivable

- Complete deposit worksheets
- Enter deposit information into QuickBooks in accordance with generally accepted accounting principles
- Assist Operations Manager with daily reconciliation of counseling revenue
- Prepare Monthly Billing for Collaborative Partners and 3<sup>rd</sup> Party Payers

#### Financial Reporting

- Prepare monthly financial statements for Executive Director and Board of Directors

Expectations:

- Maintain accurate and appropriate records in accordance with generally accepted accounting principles
- Follow existing standard protocol for all job responsibilities and assist in creating operating procedures that ensure accuracy, efficiency and protect the integrity of TRC
- Conduct month-end closing activities as required and additional journal entries as requested from CPA review
- Conduct year-end closing activities and additional journal entries as requested from CPA review
- Assist in annual audit as required by auditing firm

Requirements:

- High School Diploma or GED equivalent required; college level accounting classes or Accounting Degree preferred
- 2-4 years bookkeeping/accounting experience
- Demonstrated proficiency with Office products including Excel and Word
- Must have experience using accounting software; experience using QuickBooks preferred
- Strong communication skills
- 40 hours per week