



Bookkeeper
Job Description
Updated July 12, 2021

Title: Bookkeeper	Employee Status: <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Regular
Reports to: Accountant	# Hrs. Worked: 20 <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt

Purpose: To support the Accountant with processing all financial transactions and maintaining records for the Ukiah Senior Center.

Bookkeeper Job Responsibilities:

- Maintains records of financial transactions by establishing accounts; posting transactions; ensure legal requirements compliance.
- Maintains subsidiary accounts by verifying, allocating, and posting transactions using desktop Quickbooks software.
- Balances subsidiary accounts by reconciling entries.
- Maintains general ledger by transferring subsidiary account summaries.
- Balances general ledger by preparing a trial balance; reconciling entries.
- Maintains historical records by filing documents.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Contributes to team effort by accomplishing related results as needed.

Bookkeeper Qualifications / Skills:

- Developing Standards
- Analyzing Information
- Dealing with Complexity
- Reporting Research Results
- Data Entry Skills
- Accounting
- SFAS Rules
- Attention to Detail
- Confidentiality

- Thoroughness

Education, Experience, and Licensing Requirements:

- Bachelor's degree in accounting, finance, or at least two years of previous bookkeeping experience
- Familiarity with Quickbooks preferred.

Physical Requirements

- I. Ability to lift 25 lbs.

Work Environment: The Ukiah Senior Center (USC) serves seniors from the greater Ukiah area, providing a range of services from transportation for low-income seniors, to dances, games, etc., for active seniors, The USC is a professional work environment requiring respectful behavior towards clients, coworker, donors, volunteers and visitors. The USC is a non-smoking, drug-free workplace. Harassment and discrimination based on gender, ethnicity, race, religion, sexual orientation, disability, age is not tolerated. All employees must abide by policies and procedures governing protected health information that are consistent with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and California law. The dress code is casual.

Salary and Benefits: This is a part-time position [20 Hours / Week]. The starting hourly rate will be discussed with offer of position and requires the successful completion of the 3-month probationary period. Thereafter, compensation rates will be reviewed upon an annual basis in conjunction with employee performance evaluations and the availability of USC operating funds. USC offers accrued vacation, sick leave, 10 paid holidays (all pro-rated for part-time employees).

About the Senior Center: The Ukiah Senior Center is a locally based, independent nonprofit organization providing services and activities to seniors in the greater Ukiah area. Programs, services and activities include Transportation, The Lunch Bunch, Outreach, The Dining Room, and numerous activities. The Ukiah Senior Center was established in 1972 and has been in continuous operation since then.

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to this job.

A public Benefit 501(c)3 nonprofit organization with federal tax ID # 23-7258082