



Full Charge Bookkeeper Job Description

The Full Charge Bookkeeper handles the full cycle of accounting and bookkeeping duties for Saint Louise House. This position is responsible for the day to day, month end, and year end accounting/ bookkeeping duties. In addition will prepare for and participate in the annual financial audit. **This is a part time position with very flexible hours.**

Responsibilities:

- Accounts relievable / payable
- Reconcile bank accounts and credit cards
- Maintain all accounting records and required documents
- Prepare monthly financial statements for the Executive Director, quarterly and annual reports for the Board of Directors
- Provide reports and financial information to the Executive Director as needed
- Prepare documents for and participate in annual audit
- Prepare annual 1099 reports
- Manage allocation methods for grants
- Attend Executive or Finance Committee meetings of Board of Directors as needed

Education and Experience:

- Associates or Bachelor's degree in accounting or business required
- Nonprofit accounting experience required
- Quick Book experience preferred
- 5 years booking experience
- 1-3 years' experience preparing and analyzing financial statements