



ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, www.alliance4community.org

| | | | |
|--|---|-------------------------|------------------------------|
| Job Title: | Bookkeeper | Job Category: | Administrative |
| Classification: | Office Based Services | WC Code #: | 8810 |
| Location: | Alliance Administrative Office | Travel Required: | No |
| Level/Salary Range: | \$20.36 per hour | Position Type: | Full time; 40 hours per week |
| HR Contact: | Denise Conway | Phone: | (209) 742-6456 |
| Name: | | Date of Hire: | |
| Immediate Supervisor: | Deputy Director | | |
| Benefits: | 9 paid holidays, 152 hours Paid Time Off (PTO) per year, cafeteria plan with health, dental, vision and retirement benefit options. | | |
| Applications Accepted By: | | | |
| <p>E-mail: denise@alliance4you.org Subject Line: Bookkeeper Attention: Human Resources</p> | | | |
| Job Description | | | |
| <u>Role and Responsibilities</u> | | | |
| Responsible for bookkeeping activities and fiscal coordination of agency resources. | | | |
| <u>Bookkeeping Duties:</u> | | | |
| <ul style="list-style-type: none"> • Record journal entries as directed, adjusting journal entries; indirect expenses, mileage expenses, and reallocation of expenses as directed • Payroll, calculate timecards, generate payroll checks based on payroll distribution report • Payroll processing, deposit payroll taxes, generate and reconcile liability checks for withholdings; Insurance, 401k, and garnishments • Prepare Worker's Compensation reports • Prepare W-2's annually • Prepare 1099's annually, maintain W9 compliance • Prepare sales tax returns • Accounts payable processing, data entry, payment processing, and reconciliation of accounts • Preparation of monthly reports for management or more frequently as needed • Preparation of all audit related reports and source documents • Personnel: payroll and position changes as directed, maintain personnel record compliance | | | |
| <u>Other Fiscal Duties</u> | | | |
| <ul style="list-style-type: none"> • Assisting the management team with development of agency and program budgets • Exploring and/or developing tools for the creation and ongoing maintenance of ever changing agency budgets • Maintaining and assisting with revising, as necessary, the overall agency budget and program budgets • Assisting with the development and implementation of an allocation system to guide accounts payable processing and payroll allocations | | | |





ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, www.alliance4community.org

- Assisting with the review and revision of the agency chart of accounts as necessary
- Assisting with budget modifications for funders and grantors
- Development and assistance with implementation of a benefits management system
- Assist with the review and revision of the agency salary schedule
- Complete ongoing cash flow analyses
- Develop tools and strategies for ongoing analysis of financial statements by management
- Assistance with management of line of credit and loan payments/documents
- Develop and oversee tracking tools for in-kind and cash donations
- Preparation of reports and data for board finance committee and full board meetings
- Complete data entry of mileage logs used for QuickBooks expense allocation
- Other tasks upon request of Executive or Deputy Director

General Human Resources Duties:

- Maintains absolute confidentiality concerning information about both clients and agency personnel
- Participate in staff meetings if requested by supervisor
- Ensure the safety of personnel and vendor files and the office building at the end of shift
- Assists with Human Resource functioning including; employee benefits management, upkeep of personnel files, upkeep of timesheets, etc.
- Assists with the maintenance of personnel policies and integration of new policies
- Assists employees with reimbursements and advances for program staff to attend conference, trainings, meetings, etc.
- Assists the Admin Team with maintenance of Human Resource information including phone rosters, emergency contact forms, policy distribution, completion of new staff documents and forms

Qualifications and Education Requirements

Knowledge of:

- QuickBooks, Excel, and other accounting software
- Double – entry accounting techniques
- Non-profit accounting

Ability to:

- Be accurate, reliable, punctual, well organized, careful, and thorough
- Communicate effectively orally and electronically in writing
- Work effectively with limited supervision and work well with co-workers in a team atmosphere as needed
- Process strong analytical, research, and problem resolving abilities
- Demonstrate comfort and expertise in operating computer and other technology

Education/Experience:

- High School Diploma/GED
- Two years of college or vocational school education and one year of relevant job experience
- Two years of bookkeeping/accounting experience





ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, www.alliance4community.org

- Up-to-date experience with current QuickBooks accounting software

Physical Requirements:

- Facility to see, read, and distinguish printed and handwritten documents
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the phone
- Facility to constantly use hands and arms to input data into a computer and use calculator
- Ability to move boxes of files from one location to another, physical agility to lift and carry up to 20 pounds, and to bend, stoop, walk, and reach overhead
- Ability to sit for extended periods of time
- Must be able to concentrate for long periods of time
- Mental acuity to perform essential functions of this position in an accurate, neat, timely fashion: to make good judgements and decisions, and to evaluate the results of decision and judgment

Note:

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Alliance adheres to the provisions of ADA regarding reasonable accommodation procedures.

Additional Requirements:

- Must complete finger printing and background check upon hire, at Alliance expense. Failure to pass fingerprint clearance or background may result in withdrawal of job appointment.
- Must have reliable transportation, a valid driver’s license, and DMV clearance

Alliance for Community Transformations Values: Confidentiality, Safety, Equality, Respect, Empowerment, Personal & Professional Responsibility, Social Change Through Education & Advocacy and Sustaining Ourselves & Our Communities.

Alliance for Community Transformations is an equal opportunity, affirmative action employer. All qualified applicants will be considered regardless of race, color, religion, ancestry, national origin, age, gender, marital status, sexual orientation, medical condition or physical disability.

| | | | |
|-------------------------------|---------|-------------------------------|----------|
| Reviewed By: | ED/DD | Date: | 6/6/2019 |
| Approved By: | ED/DD | Date: | 6/6/2019 |
| Initial Job Description Date: | 6/20/16 | Revised Job Description Date: | 6/6/2019 |

*** Upon Hire, this will be signed and dated by the applicant. ***

Signature

Date

