mary crane CENTER

Job Description
Bookkeeper/
Administrative Assistant

Job Title:	Bookkeeper/Administrative Assistant
Department:	Accounting
Reports To:	Director of Finance and Operations
FLSA Status:	Non-Exempt
Customary Work Days:	Monday through Friday Saturday & Sunday may be added as work level dictates.
Customary Work Hours:	8:30 AM to 5:30 PM Hours are extended when work load is increased.

Position Summary

The Bookkeeper/Administrative Assistant works with professional accounting staff and management team members in recording, reconciling and auditing accounting data.

Duties & Responsibilities

Responsibilities:

- Assist accountant in recording, reconciling and auditing accounting data.
- Prepare and disburse payments to vendors via Finance Edge.
- Post transactions involving cash receipts, disbursements and/or accounts payable and receivable to ledger accounts.
- Properly code charges for posting cost.
- Assists the accountant in the preparation of financial statements, cost reports and bank reconciliations as needed.
- Interpret contracts provisions in order to identify allowable/non-allowable expenditures.
- Check and review audited vouchers to ensure accuracy and conformance to established accounting procedures.
- Resolve problems regarding budget limitations, allocations or modifications and prepare necessary documentation.
- Provide technical assistance on the preparation of reimbursable documents to the contractors, subcontractors or other agencies.
- Serve as a receptionist.
- Assist in filing duties.
- Answer telephones, direct calls and take messages.
- Open, sort and route incoming mail and prepare outgoing mail.
- Greet and welcome each visitor in a friendly, warm and professional manner.
- Ensure that Administrative Office and Reception area are organized and clean.

Documentation:

- Verify computations and determine appropriateness of supporting documentation.

Administration:

- Work closely with Director of Finance and Operations, Administrative Staff and other content area specialists where needed.

Other Duties As Assigned

- Assist Administrative office staff in office operations.

Job Requirements

Education and/or Experience:

High school diploma or GED.
Associate of Arts Degree (A.A.) in Business Administration

AND

At least two years of para-professional accounting or auditing experience.

OR

An equivalent combination of training and experience.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Good knowledge of modern accounting theory, principles and practices; knowledge of accounting terminology; knowledge of financial record keeping and reporting and budget preparation.
- Ability to analyze financial transactions and make original or adjusting entries; ability to read and comprehend financial transactions; ability to trace transactions through financial records.
- Good skills in the applications of the general principles and practices of modern accounting and auditing; good skills in reviewing and analyzing accounting transactions.
- Communicates effectively with others, including giving and receiving feedback on the quality of services.
- Ability to maintain confidentiality.
- Excellent oral and written communication and presentational skills.
- Demonstrated capability to interface and maintain effective relationships with administration, staff, consultants, regulators and funders in a team-oriented environment.
- Capacity to assume responsibility for own professional development.

- Detail oriented, logical, and methodological approach to problem solving.
- Flexible, with the ability to work in a highly demanding, stressful environment.
- Proficiency using Microsoft Office and Excel.

Language Skills

- Ability to read and speak English proficiently.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk and hear.
- The employee frequently is required to stand, walk, sit; use hands to handle or feel; reach with hands and arms; and stoop, kneel.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision requirements include the ability to see at close range.
- At times, may require more than 40 hours per week to perform the essential duties of the position.
- Fine hand manipulation (keyboarding).

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Internal office space.
- The noise level in the work environment is usually moderate.

Employee's Signature _____ Date_____

Supervisor's Signature _____ Date_____