

Bookkeeper

SUMMARY:

We are looking for an experienced bookkeeper to manage and keep detailed records of Amigo Centre's financial transactions.

RESPONSIBLE TO: Operations and Guest Service Director/Executive Director

GENERAL QUALIFICATIONS:

1. Be in agreement with and/or able to work within the bounds of Amigo Centre's Mission Statement and goals.
2. Be sensitive and responsive to the needs of constituents, staff, guests, and vendors.
3. Be committed to establishing and maintaining healthy relationships in the workplace.
4. Have a strong commitment to integrity.

SPECIFIC QUALIFICATIONS:

1. Is flexible and able to work well with guests, vendors, and other staff members.
2. Is organized and able to create and maintain solid organizational systems.
3. Is proficient at Word, Excel, and QuickBooks, can learn databases, and has basic office equipment knowledge.
4. Has experience with bookkeeping for non-profit organizations and knowledge of financial regulations.
5. Can work with confidential and sensitive information.
6. Is able to work on-site at Amigo.
7. Is able to communicate effectively with staff and board members regarding Amigo's finances.

RESPONSIBILITIES:

1. Recording income and expenses
2. Ensure accuracy of financial statements like balance sheets and profit and loss statements
3. Processing and paying bills
4. Tracking credit card transactions and verifying staff receipts.
5. Working with Operations and Guest Service Director to process payroll and retirement contributions.

HOURS AND COMPENSATION:

10 hours/week, paid at a rate of \$15-\$18/hour