



Humane Society of Weld County Job Description

Job Title: Bookkeeper
Reports To: Executive Director
FLSA Status: Part-time (Hourly, Non-exempt)
Effective Date: December 2022
Starting Pay Range: \$20/hour

POSITION SUMMARY:

The Bookkeeper is responsible for maintaining records of financial transactions by establishing accounts, posting transactions, paying bills, processing payroll, filing appropriate taxes and other documents as required of nonprofit agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Primary administrator of QuickBooks.
- Enter and maintain accurate financial data, including income and expense transactions, payroll detail, asset and liability adjustments, restricted account balances, etc.
- Record journal entries to adjust accounts as needed.
- Reconcile cash, credit card, investment accounts monthly.
- Manage Accounts Payable and Accounts Receivable; pay bills via checks and online; receive payments and prepare bank deposits; generate invoices and statements.
- Process bi-weekly payroll, manage deductions as needed, manage timesheet submissions by hourly employees; prepare quarterly payroll reports as necessary; ensure W-2 forms are correct, distributed and filed on a timely basis; ensure compliance with state and federal wage-hour laws and regulations.
- Prepare annual 1099 forms for contract labor on a timely basis and maintain files for contract labor including any contracts, W-9 forms and payment records.
- Communicate with vendors regarding bills, account balances/credits and related issues.
- Prepare financial reports to include the balance sheet, cash flow, profit and loss statements as well as other reports requested by the Board of Directors and government agencies.
- Perform client preparation tasks prior to and during the annual financial audit; work closely with external auditor and organization leadership during the audit process and 990 filing.
- Track grant-related financial activity; manage donation data in donor software system and generate associated reports.
- Assist Board Treasurer with preparing and presenting monthly financial statements to Board of Directors.
- Ensure appropriate worker's compensation insurance coverage by estimating annual payroll and respond to requests for payroll audit information.
- Maintain confidentiality in all areas as appropriate.
- Any other duties as may be assigned by the Executive Director.
- Regular and predictable attendance is required.

QUALIFICATIONS:

- Two to four years related accounting experience, including processing payroll, is required; grant management/accounting experience is preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- An extremely high level of attention to detail is required.
- Proficiency in Quickbooks, Microsoft Word, Excel and Outlook is required.
- Experience with Paychex is preferred.
- Excellent verbal and written communication skills are required.

MENTAL/PHYSICAL DEMANDS:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. In performing the duties of this job, the employee is occasionally exposed to fumes, airborne particles and zoonotic diseases. The environment is moderately loud and the worker may be exposed to animal bites and/or scratches.
- 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. An employee must frequently lift and/or move up to 20 pounds without assistance. Specific vision abilities required by this job include close vision, distant vision, peripheral vision, depth perception and ability to adjust focus while performing the duties of this job. The employee is regularly required to stand; walk; use hands to finger; handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, or crouch.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Duties, responsibilities or qualifications may change at any time, with or without notice.