



JOB DESCRIPTION

Title: Bookkeeper	Employment Status: Part-time
Department: Administration	FLSA Status: Non-Exempt
Reports To: Vice President of Finance & Operations	Supervises: Not Applicable

SUMMARY

This position is responsible for performing the bookkeeping duties of the Women's Foundation of Minnesota. The Bookkeeper takes initiative and works proactively to ensure all tasks are accurately performed in a timely manner, introducing and updating systems as needed. This position understands and values attention to detail and works alongside the Vice President of Finance and Operations and the Finance Manager to ensure excellence in financial management. Responsibilities include: accounts payable and receivable, select general ledger reconciliations, file management, meeting preparation, ensuring compliance with the organization's policies and procedures, and updating systems.

PRIMARY RESPONSIBILITIES

Perform bookkeeping and accounting functions to include:

- Accounts Payable
 - Post incoming invoices/bills
 - Assure proper documentation, approval and coding of invoices
 - Prepare payments (paper and electronic) of invoices and grants
 - Maintain supporting paperwork/documentation in files
- Pledges and Grants Receivable
 - Post journal entries for pledges and grants receivable
 - Reconcile outstanding pledge & grant listing at least quarterly
- Prepare Bank Deposits
 - Prepare and transmit weekly electronic bank deposits
 - Verify deposits in accounting system
 - Maintain supporting paperwork/documentation files
- Payroll
 - Verify completion of employee timesheets
 - Verify quarterly time reporting from all employees, review for completeness and accuracy
- Assist Finance Manager with annual audit and 990.
- Perform various reconciliation's and file management under the direction of the Finance Manager and Vice President of Finance and Operations.

SECONDARY RESPONSIBILITIES

- Participate as an active member of the Foundation staff by working collaboratively with all staff members; and by communicating openly and honestly with staff and volunteers.
- Attend Women's Foundation of Minnesota events, as required and/or as requested by the Vice President of Finance and Operations.
- Perform all other projects and tasks as assigned by the Vice President of Finance and Operations.

JOB SPECIFICATIONS

Desired Education and Experience

- Knowledge and experience working within financial software packages, Financial Edge preferred or a quick study in software tools and applications.
- Microsoft Office Applications, such as Word, Excel and PowerPoint. Intermediate user of Excel preferred.

Required Knowledge, Skills and Abilities

- Demonstrates initiative and a solution-focused attitude while positively contributing to our team work environment.
- Commitment to gender and racial equity, including actively participating in WFMNs learning culture in diversity, equity and inclusion.
- Works with and communicates effectively with a variety of stakeholders.
- Learn new skills quickly and develops abilities as necessary to contribute to an entrepreneurial organization.
- Works as an effective and proactive team-player.
- Sense of Humor.
- Passion for the Women's Foundation of Minnesota's mission.

Physical Requirements Necessary to Perform This Job

- Hear and speak in order to use telephone and communicate with people both in and out of the office environment.
- Visual ability to review information on the computer as well as in hard copy form.
- Apply manual dexterity for computer keyboarding and office equipment use.
- Ability to move around office area repeatedly throughout the day.
- Flexible work hours

Tools and Equipment Used

- Incumbent must be able to use multi-line telephone, calculator, copy machines, fax machines, computers, postage machine, and other office equipment.
- Able to become proficient in MS Office Suite of software, including SharePoint