



Job Profile – G9 Bookkeeper, Non-Exempt Position

Location: G9 Office, Delafield, WI

Hours: Part-time, hourly at 10 hours a week, 2 days a week

Reports to: G9 Executive Director

Summary of Job Description

The G9 Bookkeeper is responsible for performing a variety of bookkeeping and accounting duties including financial recording keeping and transactions. This position ensures the efficient and cost effective operation of the office, and supports the work of organizational leadership including the treasurer of the board of trustees. Desired individual will have advanced experience with Quickbooks, experience working in the nonprofit sector, demonstrated professionalism in communicating with a donors, volunteers and trustees, strong organizational and time management skills, and acute attention to detail.

Duties and Responsibilities:

- Processes payroll at the close of the monthly pay period. Process state and federal payroll tax and reports in a timely manner.
- Prepares checks for bills and employee reimbursements in an accurate and timely manner; ensures that all expenditures are appropriately categorized, manages general ledger.
- Processes donations, prepares and sends invoices, makes weekly deposits.
- Works closely with the administrative assistant and stewardship coordinator to ensure accurate record keeping and acknowledgement.
- Manages the preparation of materials for the annual audit.
- Provides financial information for the annual report to donors.
- Processes online donations, manages automated receipts and personal acknowledgement.
- Records, receipts, and invoices multiyear pledge commitments.
- Reconciles bank accounts and provides monthly reports to leadership including the board of trustees.
- Proactively maintains highly organized filing system; files invoices, payroll paperwork, reimbursements, donations, pledge agreements, and other financial records.
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues.
- Assists in the development and implementation of systems and procedures as needed.
- Assists with special projects or does research as assigned.
- Performs other duties as assigned by executive director or president.

Qualifications:

- Advanced proficiency in Quickbooks a must
- Nonprofit experience
- Minimum of an Associate's degree or equivalent; three to five years' related experience; or equivalent combination of education and experience.
- Additional proficiency in Windows and Macintosh operating systems and with Microsoft Office, Excel, Google Docs, and CRM database management (eTapestry, Raiser's Edge, Blackbaud).
- Excellent verbal and written communication skills.
- Strong organizational, problem-solving, and analytical skills; ability to manage priorities and workflow.
- Strong mathematical skills.
- Strong interpersonal skills.
- Ability to deal effectively with individuals at all organizational levels.
- Good judgement, with the ability to make timely and sound decisions.
- Understanding of and commitment to the Gold In September mission.

To apply: Send resume and cover letter to Beth Lunow, Executive Director, at beth@goldinseptember.org