**Bookkeeper/Administrative Assistant Job Description**

Reports To: Executive Director

Training: 20-hr Crisis Counseling/Dynamics of Domestic Violence, Sexual Assault, and Human Trafficking Training Offered by REACH of Macon County.

Benefits: Medical, Vision, Dental, and AFLAC. Annual holiday supplement. Paid Annual and sick including one free floating holiday to recognize and honor the employee’s birthday. This holiday can be taken at any time with prior approval from the Executive Director.

Pay range: Starting Range at $42,000 and increased based on knowledge and experience. Position can be FT or PT depending on candidate qualifications.

The Bookkeeper/Administrative Assistant is responsible for bookkeeping tasks involving accounts payable, receivable and general ledger items. The administrative assistant duties involve basic clerical support and answering administration and client related phone calls. The ideal candidate is detail oriented, functions well in a fast-paced environment, is a team player, and has familiarity with quickbooks; experience with non-profits a plus. A passion for assisting and working with victims and survivors of domestic violence, sexual assault, and/or human trafficking is a priority.

# Responsibilities:

**Bookkeeping:**

* Responsible for data entry into accounting system and integrity of accounting system data.
* Handles all aspects of accounts payable (A/P): entering approved payables, processing checks and mailing accordingly.
* Responsible for payroll taxes and sales tax
* Maintains general ledger
* Verifies and compiles deposits and enters accordingly after taking deposits to the bank.
* Maintain vendor and personnel files
* Reconciles all bank accounts
* Processes all inter-account bank transfers
* Manages petty cash fund
* Initiates donor thank you and tax receipt acknowledgements
* Files invoices with processed checks to maintain an orderly accounting filing system
* Responsible for assisting with monthly grant allocations including pulling receipts, making copies, and submitting to Executive Director and Assistant Director
* Provide financial reports as requested by Executive Director/Board of Directors
* Assists with annual audit

# Administrative:

* Daily pick up of mail at the Post Office and distribution of such to appropriate staff
* Assists with answering of incoming calls and agency emails
* Purchase supplies and equipment as authorized by Executive Director and monitor office supply levels and reorder as necessary
* Assists with Board/Committee meeting preparation
* Drafts correspondence as requested
* Complete background checks
* Willing to complete training for notary if not already one
* Maintain community service and volunteer hours
* Compile monthly vouchers for bargain store
* Participate in events as needed as a member of administrative staff.
* Other duties as required by Executive Director

# Experience & Skills

* Associate’s or Bachelor’s degree in Accounting preferred
* Must be able to work effectively and independently in a very fast-paced, team oriented environment
* Excellent communication skills, both oral and written.
* Experience with non-profits preferred
* Strong organization skills and very detail oriented.
* Proficiency in or ability to learn the various software programs utilized at REACH including Microsoft Office 365, Flipcause, and Osnium. Expertise in Excel a must.
* Must have a passion for the mission of REACH of Macon County.

# Hours

* Full Time, hourly, exempt position.
* Daily reporting hours and days of the week vary according to the business needs of the department.

*The Mission of REACH of Macon County is to eradicate domestic violence, sexual assault, and human trafficking crimes in our community through prevention, intervention, and educational services. REACH also takes affirmative action to ensure equal opportunity for all applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or other legally protected characteristics*