



FULL CHARGE BOOKKEEPER JOB DESCRIPTION

CLASSIFICATION: Part-Time Employee

WAGE: \$20 per hour

REPORTS TO: Executive Director

WORK HOURS: 10 Hours Per Week

LOCATION: On-Site

POSITION SUMMARY: The Bookkeeper will manage the Blackland Prairie Raptor Center's financial records, ensuring accuracy and compliance with relevant regulations. This role involves maintaining financial records, processing transactions, preparing reports, and assisting with budget management. The ideal candidate is detail-oriented, highly organized, and has a strong understanding of accounting principles.

RESPONSIBILITIES

Financial Record Keeping:

- Maintain and update financial records, including accounts payable and receivable, payroll, and general ledger entries.
- Reconcile bank statements and ensure all financial transactions are accurately recorded.

Transaction Processing:

- Process invoices, receipts, payments, and donations.
- Handle monthly, quarterly, and annual closings.

Reporting:

- Prepare financial statements, balance sheets, income statements, and other financial reports, ensuring they are shared with the Board of Directors and Executive Director at least 3 days before each board meeting.
- Provide a monthly and annual revenue update at every leadership meeting
- Assist in the preparation of budgets and financial forecasts.

Compliance and Audits:

- Ensure compliance with federal, state, and local financial regulations.
- Assist with internal and external audits.

Support Fundraising and Development Efforts:

- Provide financial insights and support to the Executive Director and the Development Director regarding fundraising initiatives.
- Assist with grant management and reporting.

QUALIFICATIONS

- Proven experience as a bookkeeper or in a similar role.
- Proficiency in accounting software (e.g., QuickBooks Online) and MS Office, particularly Excel.
- Strong understanding of accounting principles and financial reporting.
- Excellent organizational skills and attention to detail.
- Ability to work independently and manage multiple tasks effectively.
- Strong communication skills, both written and verbal.
- An associate's or bachelor's degree in accounting, finance, or a related field is preferred.

PREFERRED QUALIFICATIONS

- A master's degree in accounting or business administration
- Nonprofit experience
- Experience with Bloomerang donor management, ClickBid, and PayPal

If you are interested in applying for this position, please email your resume to marla.layne@bpraptorcenter.org.