

**Delaware County Victim Assistance Center
Job Description**

**Bookkeeper
PT – 10-15 hours per week**

Position Parameters

- Accountable to Director of Finance
- Hourly, non-exempt position

Required Skills and Abilities

- Strong knowledge of QuickBooks or other bookkeeping platforms with capability to quickly gain expertise in QuickBooks
- Attention to detail
- Understanding of nonprofit accounting and government grants strongly desired

Minimum Experience and Training

- Associate's degree in accounting
- Bookkeeping experience 3+ years
- QuickBooks experience 3+ years

Job Responsibilities

- Perform all activities related to the accounts payable function including reviewing, coding, and processing payments
- Perform all activities related to booking revenue, including accurate coding
- Maintain and balance the general ledger and journal entries accurately and in a timely manner
- Perform bank account reconciliations
- Generate reports for internal and external parties, including monthly standard financial reports, and any other reports as requested, such as for cash receipts, accounts payable and receivable, and expenses
- Class expenses to appropriate grants or other revenue sources quarterly or as requested
- Process company payroll and manage related data
- Bookkeeping cleanup
- Perform other duties as assigned

Employee Signature: _____ Date: _____

