



Bookkeeper Job Description

JOB TITLE:	BOOKKEEPER
REPORTS TO:	Chief Executive Officer
HOURS:	Full-time, non-exempt
PAY RATE:	\$21.50-24.00 hourly (\$45,000-\$50,000 annually)

JOB SUMMARY

Under the supervision of the Chief Executive Officer ("CEO"), the Bookkeeper performs administrative and financial functions necessary for the successful operation of Roice-Hurst Humane Society ("RHHS"), including bookkeeping and cash-handling responsibilities; managing accounting records; and creating financial reports. Oversees the negotiation and implementation of vendor contracts.

ESSENTIAL RESPONSIBILITIES: ADMINISTRATION

- Monitors spending to ensure expenses stay within budget. Leads monthly budget review meetings with department heads and key staff.
- Leads the annual budget drafting process with the CEO, and supports department heads in the preparation of their proposed program budgets.
- Keeps data secure and organized regarding key functions of the shelter such as donor-related data and financial data.
- Ensures the mailbox and PO box are checked according to the established schedule and mail is distributed and/or processed appropriately.
- Maintains the billing@rhhumanesociety.org email account in addition to a personal work email account, checking email daily and responding within 24 hours or forwarding as necessary.
- Receives customer payments into QuickBooks and safely keeps payments and payment records in the safe until processed to deposit.
- Regularly reviews Quickbooks entries to ensure transactions are properly entered and categorized, and notifies CEO or Shelter Manager of mistakes made by staff members for timely correction.
- Ensures that bills/invoices are verified by the appropriate staff member in a timely manner and enters bills/invoices into QuickBooks to be paid.
- Pays bills/invoices in QuickBooks on time at least weekly, simultaneously processing through Bill Pay or preparing a physical check, obtaining the signature of the CEO (or Board Treasurer in the CEO's absence), and mailing the check to the vendor or customer.
- Makes deposits at least weekly or when transactions to be deposited total \$1,000 or more.
- Reviews online donations at least weekly and enters them in QuickBooks. Enters in QuickBooks funds that have been electronically deposited into bank account at least weekly.
- Reconciles bank, credit card, petty cash, and investment accounts in Quickbooks monthly and ensures petty cash log is properly maintained.

- Ensures corresponding receipts or proof of expense are provided by staff and filed appropriately.
- Ensures that donations are entered correctly into CRM software at least weekly.
- Maintains vendor files, including contracts and billing records.
- Processes check requests for reimbursements, and prepares checks for CEO's or Board Treasurer's signature.
- Monitors financial statements and notifies staff to adjust spending as necessary to remain within budget on all line items.
- Submits bi-monthly report ("dashboard") to CEO with pertinent financial highlights, as well as monthly comprehensive financial reports for the Board of Directors.
- Works with the CEO and Board Treasurer to develop a strategy to meet cost containment goals.
- Meets with the CEO and Board Treasurer at least monthly to review financial position, financial activity, and prepare reports for the Board of Directors.
- Reviews financial controls and SOPs at least annually and presents recommendations to CEO for changes.
- Provides financial information, files, and records to accountant(s) for timely and accurate preparation of annual 990 and review/audit processes.
- Maintains filing system in accordance with document retention policy, including the proper destruction of files.
- Processes payroll every other week and enters contractor payments into payroll system as needed for 1099 preparation.
- Orders supplies weekly or as needed to ensure adequate inventory is available and to maximize cost savings.
- Works with the Donor Relations Manager, CEO, and other staff or board members involved in recruiting sponsors or managing partnerships to invoice sponsors and partners accurately and in a timely manner.

ESSENTIAL CUSTOMER AND VOLUNTEER CARE

- Serves as a team member by providing prompt, respectful, and knowledgeable service to customers, volunteers, and the general public. Treats people with empathy and patience.
- Represents RHHS as a member of the fundraising team, making fundraising asks as directed.
- Maintains adopter, relinquisher, donor, vendor, and customer confidentiality.
- Helps train administrative volunteers as necessary. Assists and oversees volunteers working on administrative tasks.

ESSENTIAL RESPONSIBILITIES: OTHER

- Follows all safety guidelines to ensure a safe work environment. Takes immediate action to address any safety concern or noncompliance of safety rules.
- Must be committed to the mission, vision, values, policies, and goals of RHHS.
- Must embody "Default Empathy" philosophy and wellness principles.
- Reports any maintenance or safety issues of the office facilities and equipment immediately to the Shelter Manager.

- Maintains a clean and organized work area.
- Checks and responds to email at least once every shift.
- Follows safety guidelines to ensure a safe work environment.
- Complies with RHHS personnel policies.
- Adheres to the RHHS Standard Operating Procedures manual.
- Functions as a cooperative member and leader of the RHHS team and works in a positive manner with volunteers, donors, customers, and staff, recognizing their individual contribution to the success of our organization.
- Maintains and enters data for RHHS' metrics collection and assessment as assigned, and reports on how current data relates to organizational trends and goals during metrics meetings. Provides data as needed for reports and communications.
- Attends staff, leadership team, and metrics meetings.
- Periodically attends Board meetings for the purposes of providing status of organizational finances.
- Operates RHHS telephone system, computers, and copiers.
- Performs additional duties and responsibilities as assigned.

EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES:

- Minimum education level: Bachelor's Degree (or equivalent) preferred. Candidates must have completed advanced accounting courses or certificates.
- Minimum two years of experience in a financial, accounting, or banking role.
- Must have strong project management skills and handle large amounts of e-mail, mail, and telephone correspondence in a timely and professional manner.
- Must work independently and confidently using superior discretion and judgment.
- Must demonstrate excellent follow-through skills and strong attention to detail.
- Must have strong written and spoken English skills.
- Must have excellent written and oral communication skills, especially active listening and empathetic speaking.
- Must competently use Quickbooks; CRM software; Microsoft Office, including Microsoft Word and Excel; the Google Suite; shelter management software; web browsers; and other technology as necessary.
- Must have a valid Colorado driver's license, a good driving history, and a current insurance policy.
- Must be professional, flexible and handle difficult and sensitive situations with diplomacy and discretion.
- Must have excellent organizational and time-management skills.
- Must write reports and correspondence professionally.
- Must work collaboratively and build trustworthy relationships.
- Must work alone or with minimal supervision. Must be self-motivated.

- Must have ability to prioritize with strong problem-solving skills and flexibility.
- Must be team-oriented and quality minded.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- Must perform a variety of light tasks, such as sitting and standing, lifting up to 20 pounds repetitively and 50 pounds occasionally, typing, writing, answering phones, and filing.
- May occasionally handle animals. Must work safely around unruly, vicious, sick, injured, dangerous, or deceased animals, chemical compounds (e.g., bleach, disinfectants, medications), and understand there is a risk of exposure to parasites and infectious diseases.
- Must work when and where needed by the organization. Must be willing to work irregular hours, weekends, holidays and overtime when necessary. Must be flexible with schedule changes and short notice overtime requests.
- Work can occur in an office setting, animal areas, on the grounds of the shelter facility, office building, or off-site. Must be able to work in an environment with elevated noise levels.
- Must work well under pressure with public audience and have patience and tact when working with difficult or emotional people and situations.
- Must perform a variety of tasks including standing, kneeling, walking, stooping, and crouching.
- Must not have an allergic condition that prevents the employee from performing any essential function of the position, with or without reasonable accommodation.

I have read my job description and understand it in its entirety. I agree to perform the listed duties and responsibilities to the best of my ability.

Signed: _____ Date: _____