

Bookkeeper (Part-Time)

The Bookkeeper at the SAFE Haven for Cats provides accounting support to the organization. This is a part-time opportunity (up to 20 hours per week). This position maintains records of financial transactions by establishing accounts, posting transactions, generating payroll, and ensuring legal requirements compliance.

Reports to: the Senior Director

Supervises: none

Bookkeeper Job Duties:

- Maintains subsidiary accounts by verifying, allocating, and posting transactions.
- Balances subsidiary accounts by reconciling entries.
- Maintains general ledger by transferring subsidiary account summaries.
- Balances general ledger by preparing a trial balance; reconciling entries.
- Generates monthly payroll for organizational personnel.
- Generates end of year tax documents, including 1099s.
- Maintains historical records by filing documents.
- Prepares deposits.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Contributes to team effort by accomplishing related results as needed.

Skills and Qualifications

- Post-secondary credential in accounting OR three years of experience in bookkeeping or accounting.
- Proficiency in Quickbooks software, including payroll.
- Knowledge of GAAP, federal and state tax laws.

Preferences

- Associate of Applied Science degree in accounting or bookkeeping.
- One year of experience in non-profit accounting.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers; and talk or hear. The employee is frequently required to reach with hands and arms and is required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to five pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment can be above average.

Other Information

- EOE – SAFE Haven for Cats and SAFE Care Feline Span/Neuter Clinic are equal opportunity employers – minority/female/veteran/disability
- This is an exempt position.
- Job Code – **SHFC-BK-2018**
- Send cover letter and resume to: patti@safehavenforcats.org; reference the Job Code listed here.