



TITLE: Bookkeeping & Contracts Coordinator

DEPARTMENT: Finance & Administration

REPORTS TO: Chief Executive Officer

FLSA STATUS: Full time, non-exempt

Boys & Girls Club of Rochester is committed to advancing equity in its work. *We invite applications from underrepresented and historically marginalized groups. People of all races, ethnicities, sexualities, identities and abilities are encouraged to apply.*

JOB SUMMARY:

The Bookkeeping & Contracts Coordinator serves as the coordinating hub for bookkeeping activities, benefits administration, and operational service relationships. They will work closely with the CEO and accountant to maintain accurate financial records, current personnel and payroll files, and up-to-date vendor contracts. Further, they will provide general administrative support as needed, in a fast-paced office environment. This individual will perform work including, but not limited to serving as a bookkeeper; fulfilling administrative office functions, purchasing materials and equipment; conducting invoice activities; paying vendors for delivered materials and services; providing grant support; and completing all payroll functions.

KEY RESPONSIBILITIES:

- Conduct bookkeeping, purchasing, accounting, grant-work and all payroll administration.
- General bookkeeping. Assist with coordinating budget preparations; handle accounts; make bank deposits; maintain ledgers; pay bills; receipt money; set up cash box for events; collect funds; keep team informed as to the balances of internal accounts; and prepare payroll.
- Prepare purchase orders for items in accordance with procedures; conduct invoice activities and pay vendors for delivered materials. Ensure that invoices are correct regarding material quantity/quality specifications.
- Run payroll reports, verify accuracy, and complete payroll and all subsequent reports – monthly, quarterly and annual reports; maintain complete records for personnel and payroll; manage and maintain employee benefit programs – health, pension and insurance.
- Manage and maintain all insurance policies and records for all building, vans and liabilities.
- Manage and maintain operational vendor and human resource contracts, including IT support, print/copy services, phone service, insurance policies, and benefits management.
- In coordination with the Director of Resource Development, ensure grant funding and reporting is done accurately and timely to help assure future grant funding; submit monthly grant reports and request for reimbursement.

KNOWLEDGE REQUIRED:

- Knowledge of bookkeeping, generally accepted principles of accounting and processes and procedures of non-profit organizations
- Knowledge of accounting techniques and procedures
- Knowledge of how to type and code purchase orders
- Knowledge of QuickBooks
- Knowledge of maintaining account balances and reporting on their status
- Knowledge of proper preparation of charts and statistical data

SKILLS DESIRED:

Coordinating skills to organize and maintain financial records such as:

- Departmental activity accounts
- Processing purchase orders
- Accounts payable open purchase order file
- Administrative skills to monitor financial data and interpret financial policies and procedures
- Good communication skills, both verbal and written
- Strong analytical skills
- Meticulous organization and documentation skills
- Scrupulous attention to detail and confidentiality

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

High energy level, comfortable performing multi-faceted tasks in conjunction with the day-to-day activities. Superior interpersonal abilities. Ability to get along with diverse personalities, tactful, mature, professional and flexible. Good reasoning abilities and sound judgment. Excellent oral and written communication skills.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.