



**Assistant Bookkeeper/Administrative Assistant
Job Description**

Work Hours: 10 hours per week, flexible - during regular business hours

Position Summary:

The Bookkeeper/Administrative Assistant performs a variety of bookkeeping and administrative duties to support the financial health and growth of Table to Table. This is a part time position with both bookkeeping and administrative responsibilities including: Coordinate monthly financial functions, maintain accounts payable and receivable, review and report on income and expenses and generate reports for T2T and fiscal partners. This person also provides administrative support for executive director and organization.

Supervision Given By:

This position is supervised by the Executive Director.

Essential Functions:

Maintain financial recordkeeping for the organization

- Enter and maintain records in Quickbooks
- Reconcile donation records with donation tracking software
- Ensure proper paper/digital documentation of all expenses.
- Provide documentation and account assignments for all monthly expenditures. Review bills with the Executive Director.
- Document transaction details and enter financial transactions. Notify the Executive Director of accounting discrepancies.
- Maintain financial recordkeeping systems, both physical and electronic.
- Maintain grants financial records and reporting deadlines

Support regular financial functions for the organization

- Record bank deposits
- Review, verify, and obtain approval for invoicing
- Purchasing and vendor payments
- Invoicing for accounts receivable
- Reconciliation of monthly bank statements
- Review financials for accuracy and budget alignment. Provide input to the Executive Director and Accountant regarding monthly financials.
- Track maturity dates for certificates of deposit
- Respond to financial and grant inquiries and prepare correspondence on behalf of the Executive Director.

Administrative Responsibilities

- Manage personnel files and report
- Support ED in employee benefits enrollment and compliance
- Produce donor acknowledgement letters and reports as needed
- Answer phone calls, greet visitors and cover the reception desk as needed.
- Maintain office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies and verifying receipt of supplies.
- Update and maintain office policies and procedures.

Desired Qualifications

The bookkeeper candidate should have experience as an administrative or bookkeeping assistant or an associate's degree in accounting or business administration. Working knowledge of bookkeeping and basic accounting principles. Preference will be given to candidates with a experience with accounting software. Nonprofit experience preferred, but not required. In addition: Strong oral and written communication skills, ability to communicate with sensitivity and work with diverse populations, strong organization skills, detail oriented, ability to handle multiple tasks and meet deadlines, ability to work independently, as well as to cooperate as a team player, effectively use a variety of technology tools including various Quickbooks software and internet tools.