

WEST SIDE CATHOLIC CENTER

Job Description

Job Title: Bookkeeper
Report To: Chief Financial Officer
Work Hours: Monday through Friday, 30 - 40 hours per week.
FLSA Status: Non-Exempt
Dates updated: 11/2/2020, 1/14/2021, 4/5/2022, 1/30/2023, 3/22/2023, 10/31/2023, 11/20/23
Rate of Pay: \$18 - \$22 per hour; commensurate with experience.

SUMMARY:

The Bookkeeper will be responsible for payroll administration, accounts payable, and expense administration. Performs other duties of a similar nature as may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Payroll Administration

- Maintains payroll system with new and terminated employees including Ohio City Pizza (OCP). Processes individual change forms such as W-4, Direct Deposit, 403b, etc. in a timely manner.
- Obtains, reviews and scans timesheets (regular and grant) and enters this payroll data for third party processing.
- Processes mass payroll change/updates such as Health Insurance, PTO, etc.
- Distributes checks and advances. Handles basic payroll questions from employees and/or managers.
- Analyzes monthly payroll and PTO, including PTO carry over and payout at the end of year according to company policy.
- Prepares various ad hoc payroll reports as necessary for auditors and others on a need-to-know basis.
- Assists Director of Human Resources with applying deductions for various employee benefit programs.

Accounting Administration

- Deposits all checks and cash received in appropriate bank account and posts these deposits to the appropriate accounting system, including OCP.
- Posts credit card deposits in bank account, including OCP.
- Prepares and makes daily Journal Entries into the OCP QuickBooks to record daily sales transactions.
- Manages employee reimbursements, reviews, verifies, and documents.
- Monitors and analyzes reports from Toast and QuickBooks, prepares various ad hoc management reports as necessary for auditors and others with a need-to-know.
- Processes accounts payable/credit card transactions – which includes reviewing invoices for validity and proper approvals, prints and sends checks from the appropriate accounting system, and maintains complete vendor files.

- Inputs invoices into accounting system, codes them to the proper department and grant, and scans invoices to the proper grant file.
- Assists CFO in various other accounting duties as assigned.
- Serves as back-up to Grants Administrator.
- Performs other duties of a similar nature as may be required.

QUALIFICATIONS:

- Associates degree, preferably in accounting or related field
- Three (3) years recent accounting experience
- Non-profit accounting experience is a strong plus

SKILLS AND KNOWLEDGE:

- Experience with federal contracts required.
- Strong working knowledge of Excel required with proven ability to create and manipulate worksheets.
- Proficient in Microsoft Word, Outlook, and Internet usage.
- QuickBooks experience preferred.
- Excellent organizational skills with proven attention to detail in work product.
- Experience working directly with people from diverse, racial, ethnic, and socioeconomic backgrounds.
- Excellent written and verbal communication skills and the ability to communicate specifically with an audience from diverse racial, ethnic, and socioeconomic backgrounds.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

It is the policy of West Side Catholic Center to provide reasonable accommodations to qualified individuals with a disability who are either applicants for employment or are current employees. Should you require any assistance or reasonable accommodation to complete this application or participate in interviews, please make a note on the application or notify the interviewer.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related

instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

To understand responses to traumatic life events, the concept of a trauma informed environment, vicarious trauma and the need for self-care.

We are committed to promoting *Diversity, Inclusion, and Equity* throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

West Side Catholic Center is pleased to be an Equal Opportunity Employer (EOE).