

JEWISH FAMILY & CHILD SERVICE
JOB DESCRIPTION

Job Title: Bookkeeper

Program/Department: Accounting

Supervisor: Deputy Director

Date Prepared/Revised: August 7, 2019

Classification: Full-Time (37.5 hours) Hourly - Non-Exempt

Purpose of the Position: The purpose of this position is to serve as the bookkeeper for the agency, assist human resources and serve as back-up for the front office team.

Qualifications:

1. Vocational Certificate or Associates Degree from an accredited business school, college or university is preferred. A minimum of one year administrative and client support experience is required preferably in non-profit organizations. Two years of experience may substitute for Associates Degree.
2. Excellent telephone, verbal and written communication skills.
3. Keying and other basic computer skills using various Microsoft applications (including Word, Outlook & Excel) and other software including but not limited to Quickbooks, internet and databases are required as is familiarity with HIPAA requirements.
4. Experience with benefits administration including COBRA and other HR support functions.
5. Knowledge of accounting and mental health insurance billing procedures.
6. Three years of related work experience (Not-for-profit experience is helpful, but not required).

Core Competencies:

Strong communication skills, accuracy, professionalism, initiative, organizational skills, detail oriented, collaborative, adaptable, excellent problem-solving skills, cultural competency, discretion, confidentiality and dependability, ability to manage multiple priorities, customer service skills, ability to communicate complex information to a variety of individuals.

Job Responsibilities:

The Bookkeeper will be responsible for day to day transactional accounting and provide Human Resource admin support in the following ways:

1. Promote the mission of Jewish Family & Child Service and adhere to the NASW code of ethics.
2. Process the agency billings and invoices through the agency's EHR, prepare client data statistics for accounting, post cash receipts, prepare and mail invoices, perform accounts receivable functions accurately and in a timely manner.
3. Responsible for all accounts payable invoices, payments, and cash disbursements in Quickbooks.
4. Be available to assist clients with any questions about billed services or account balances.
5. Responsible for all insurance billings and providing information to/from insurance companies.
6. Will assist in preparing the agencies office and accounting policy and procedure manuals. Manuals will be updated as necessary and staff will be cross-trained.
7. Remain proficient in a variety of computer applications.

8. Process all aspects of workers compensation insurance.
9. Follow organizational policy and legal requirements, reporting statistical information in a timely manner, communicating client and program needs to supervisor.
10. Process agency payroll via Quickbooks Assisted Payroll on a bi-weekly schedule.
11. Administer the agency human benefit enrollment and maintenance functions. Assist in developing and monitoring accounting procedures, policies and controls to ensure activity is accurately reported in accordance with GAAP, federal, state and grantor requirements.
12. Act as backup to other front office positions as necessary.
13. Other duties as assigned.

Jewish Family & Child Service is an equal employment opportunity employer and does not discriminate on the basis of gender, gender identification, age, race, color, religion, national origin, sexual orientation, genetic information, mental or physical disability, marital status, uniformed services status, or any other state or federally protected classifications. No application will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.