



Position Title: Bookkeeper
Status: Regular, Non-Exempt, Part-Time (16-20 hours/week)
Hiring Range: \$18.50-21.00/hr

Vital Communities' Mission

Incorporated as a nonprofit in 1998, Vital Communities' mission is central to all aspects of the work we do. All employees are responsible for delivery of services in accordance with and in support of this mission:

Vital Communities engages Upper Valley people, organizations, and communities to create equitable solutions to our region's challenges.

To fulfill this mission, we will:

- *Identify, include, engage, and connect diverse groups in our community so that our goals and approach are informed by people of all ages, genders, races, cultures, faiths, abilities, educational backgrounds, professions, documentation status, income levels, sexual orientations, and geographic locations throughout the Upper Valley;*
- *Recognize and challenge systemic racism and all forms of discrimination in our organization and community;*
- *Incorporate justice, equity, diversity, and inclusion in all our efforts.*

Job Duties

Accounts Payable

- Receive, verify, and process invoices, following established protocols
- Process credit card bills and reconcile statements
- Collect W-9 information from vendors
- Maintain up-to-date list of vendors and payments approved for EFT payment
- Prepare annual tax forms (1096 and 1099s)

Accounts Receivable

- Prepare invoices for dues and services for Vital Communities' Programs
- Assist program staff in invoicing and collecting program receivables
- Send monthly A/R statements to delinquent accounts

Cash Receipts

- Import cash receipts from CRM database to QuickBooks
- Record invoice payments
- Make deposits
- Ensure internal controls are followed

Payroll

- Prepare bi-weekly payroll, tax filings, reports, and retirement plan payments
- Prepare federal and state quarterly and annual tax reports and filings
- Update payroll information as needed
- Respond to staff inquiries regarding payroll
- Maintain confidentiality

Miscellaneous

- Liaise with fiscally sponsored groups, providing reports and responding to questions
- Create and update internal financial forms as needed
- Perform other job-related duties as assigned

Competencies

- Accuracy and attention to detail
- Timeliness and organization
- Proficient in QuickBooks Desktop
- Oral and written communication skills
- Judgement, discretion, maintenance of confidentiality

Experience & Education

The equivalent of an Associate's degree and 1-3 years related experience

Primary Internal Contacts

- Supervised by the Finance Director
- Collaborates with the Database Manager to record income
- Collaborates with the Administrative Coordinator to collect invoices, income, and timesheets
- Assists program staff with financial reports and payroll inquiries

Expectations of All Staff

- Understand and support the mission of Vital Communities, considering and supporting the needs of the community and strategic direction of the organization in all aspects of work
- Center justice, equity, diversity, and inclusion in fulfilling job responsibilities
- Greet the public through all channels of communication with courtesy and respect
- Network with allied organizations and initiatives

- Work collaboratively across issue areas and proactively coordinate with other Vital Communities staff and teams
- Meet regularly with supervisor
- Attend staff meetings and participate in staff activities, including but not limited to trainings, planning, evaluation, and fundraising
- Work in a safe manner and report any safety hazards to the Executive Director
- Maintain individual work station and office in a clean, attractive manner
- Maintain records in accordance with organization policies, including database
- Practice good work habits of flexibility, efficiency, punctuality, dependability, and confidentiality
- Strive to upgrade existing skills and learn new ones, setting professional development goals with supervisor
- Employ good communication skills by sharing information, listening to others, and giving thoughtful input
- Work as a team member by helping others and making suggestions for improvements
- Ability to work with a great deal of personal autonomy as well as in a team setting
- Proficiency in PC computing and aptitude for quick and self-directed learning of new software programs. The team currently uses Microsoft Office, WordPress, Google Suite, Alchemer, Exceed Beyond, Toggl, and Adobe InDesign
- Access to personal transportation
- Willingness to work occasional nights and weekends (when required for public engagement, stakeholder meetings, etc.)