



Position Description

Full Charge Bookkeeper

Since 1989, Rivers of Hope (ROH) has ensured that adult and youth victims living in the midst of violence and crisis receive a rapid response and ongoing support to ensure long-term safety and independence. The organization serves residents of Sherburne and Wright Counties and is the sole provider of community advocacy and support services for victims of domestic violence in these communities. In collaboration with schools, law enforcement and the court system, in 2016 we had 5,000 contacts with over 1,200 individuals.

The mission of Rivers of Hope is to promote a community coordinated response to end family and teen dating violence through education, advocacy and community based support.

Job Profile and Reporting Relationships

The Full Charge Bookkeeper is responsible for managing the finance, budgeting, and reporting functions of Rivers of Hope. This position will ensure proper accounting, reporting and controls, with areas of focus to include accounting, budgeting, financial reporting, grant reporting, payroll, and benefits administration. The Full Charge Bookkeeper will work to maintain an adequate system of accounting records, and a comprehensive set of controls to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles (GAAP). The Full Charge Bookkeeper reports to the Executive Director.

Key Duties and Responsibilities

A. Manage Financial Systems and Procedures (35%)

1. Proactively enforce fiscal policies, controls and separation of duties to ensure sound fiscal practices in compliance with GAAP, OMB regulations and funding requirements.
2. Maintain accounts, ledgers, and reporting systems ensuring compliance with appropriate GAAP standards and regulatory requirements.
3. Prepare and provide accurate and timely financial reporting and data analyses to appropriate internal and external stakeholders, including preparation of accounting schedules, reports and financial statements on a monthly and ad hoc basis.
4. Perform general ledger accounting tasks such as recording journal entries and reconciling ledger accounts in accordance with GAAP.
5. Preparation for year-end financial audit, and provide assistance to the audit firm with the annual organizational audit, and all audits conducted by funders. Ensure timely completion of the financial statements, 990, and MN Charitable Organization annual filing.
6. Oversee issuance of annual forms 1099 and W-2.

B. Manage Monthly Processes (35%)

1. Perform monthly and year-end close procedures.
2. Manage cash accounts and maintain a reliable cash flow projection process.
3. Analyze key data on invoices to determine the correct vendor, program, and expense type to assign and code this data in the accounting system.
4. Issue checks and maintain check register and act as primary liaison with vendors to ensure accurate information on invoices.
5. Enter and maintain approved vendor data in the accounting stems and paper files.
6. Receive and record payments, customer invoices and related journal entries.
7. Proactively manage receivables and report on past due accounts.
8. Create accounts receivable invoices, and track accounts receivable aging.
9. Record all electronic banking transactions.
10. Ensure timely and accurate processing of payroll and related transactions such as 403b payments, FSA administration and workers compensation reporting.
11. Prepare monthly reconciliation for all bank accounts.

C. Budgeting (5%)

1. Assist the CEO in annual budgeting process, including preparation of the final budgets to be submitted for approval.
2. Assist with planning and financial forecasting for new programs and grant development.
3. Create and maintain cost allocations and financial systems to monitor actual results compared to established budgets.

D. Fundraising Reporting (10%)

1. Assist the Development Director with preparing reports on grant expenditures and ensure compliance with all state and federal granting requirements.
2. Provide assistance to staff in grant implementation.
3. Provide financial reports to the Board, CEO, and other staff as requested.
4. Maintain database of in-kind contributions and prepare the monthly journal entry to record the value of the contributions.
5. Work with Development Director and Administrative Assistant to ensure the accuracy and completeness of information entered in the contribution database.

E. Personnel and General Administration (10%)

1. Maintain employee personnel records including benefit changes, payroll information, timesheets, leave requests, and other employee-related material.
2. Assist CEO in maintaining personnel policies and benefits that are equitable, fair, and serve the interest of the organization and the employee.
3. Maintain adequate insurance coverage for all aspects of the organization.
4. Serve as primary benefits contact for employees, benefits vendors, and third party administrators.
5. Prepare annual 401(k) census reports, workers compensation audit submission, and annual IRS form 5500, and other compliance issues as needed.

F. Perform other duties as required or assigned. (5%)

Qualifications

Minimum Education and Experience

Bachelor's or Associate's degree in Finance, Accounting or Business or equivalent experience, plus a minimum of 3 years related experience (nonprofit experience preferred).

Knowledge, Skills and Abilities

- Expertise in GAAP accounting standards, financial reporting standards and financial/accounting concepts necessary to manage and lead ROH's finances.
- Proficiency with Microsoft Office and accounting software, preferably QuickBooks.
- Ability to monitor short and long term financial health of the organization and interpret results to non-accountant staff.
- Knowledge of payroll and benefit systems in order to track activity and monitor compliance with current laws and regulations.
- Familiarity with private and public funder and government grant standards and reporting requirements.
- Demonstrated competence in financial analysis, complex problem-solving, and process improvement.
- Demonstrated flexibility and ability to handle multiple projects in a fast-paced, evolving environment.
- Excellent analytical, decision-making, time management and organization skills.
- Exceptional attention to detail and accuracy.
- High degree of confidentiality, diplomacy, discretion and tact.

Working Conditions

1. Ability to work in an environment which requires the use of PC approximately 75% of the time; ability to perform repetitive motion of fingers, hands and wrists.
2. Willingness to be flexible with work hours to accommodate the needs of the organization.
3. Ability to travel intermittently for meetings and events.

Physical Requirements

Light lifting of materials and equipment in the typical office environment.

FLSA Classification

Exempt, Part time, 0.5 FTE

The above statements are not intended to encompass all functions and qualifications of the position. Rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this position description.

**Position Description
Sign Off**

I acknowledge receipt of a copy of the position description for the position I currently am employed in by Rivers of Hope dated as specified below. I have read and understand the contents of this position description and agree to perform the duties listed. I understand that position descriptions are subject to change based on the needs of the organization. If at any time I have questions regarding specific responsibilities listed in the position description, I will discuss my questions with my supervisor.

Position Title: Full Charge Bookkeeper

Date of Job Description: October 2017

Staff Name:

Staff Signature: _____

Supervisor Name: Chris Pommerenke

Supervisor Signature: _____

Date:

ETHICAL PRINCIPLES AND PRACTICES

Rivers of Hope recognizes that employees play different but equally important roles. Everyone associated with ROH must recognize the impact her or his role plays in our overall success. The success and future opportunities for individual employees is built around the overall success of the organization. Everyone associated with ROH is to project a professional image. Our practices will remain congruent with the mission and strategic plan. Because of this, the following principles and practices have been adopted by the staff team and we strive to live by them:

Mission Integrity and Value Base – We are dedicated to the mission of the organization and focus on its accomplishment. We are value-centered and act on the values of shared leadership, mutual respect, equality, trust and compassion.

Accountability/Reliability – We are committed to carrying our weight or saying when unable to do so. We understand our roles and are accountable for our responsibilities. We work to understand and respect the roles of others. We keep our work on track and on time.

Honesty, Trust, and Confidentiality – We trust that we can be truthful and will be safely heard. We are confident that others will act in an equally trustworthy way. We will communicate with each other directly and privately and be patient with each other. We respect the confidentiality of our colleagues and constituencies. We follow the ethics of our respective professions.

Mutual Respect and Civility – We follow the Golden Rule and treat others as we would like to be treated. We respect the ideas and opinions of others and generously contribute our own. We clearly communicate and respect the boundaries of our work while respecting the boundaries of others. We respect one another's culture, history, and humanity. We honor and include everyone's expertise and treat everyone as an equal.

Non-violent Communication and Acceptance – We observe without judgment and understand the feelings and needs behind our own actions and the actions of others. We make clear and doable requests to meet our needs and the needs of others. We act out of the belief that while our strategies may come into conflict, our needs do not. Through this communication we find solutions that meet all our needs.

Shared Leadership – We empower all stakeholders (leaders, co-workers, constituencies and clients), by listening and responding to their needs. We recognize each other's expertise. We are team players who help our co-workers accomplish their goals when invited to do so. We offer help whenever we can.

Excellence – We are committed to excellence and to achieving our fullest potential as individuals and as an organization.

Stewardship – We are good stewards of the people, programs, and resources entrusted to us by the public and funders. We responsibly safeguard all aspects of the organization in full participation with the community.

Flexibility and Creativity – We promote and accept change. We have the freedom to make mistakes and we strive to grow and learn from them. We work to expand our knowledge and skills/abilities.

Balance of Work and Life – We achieve a balance of work and life with the flexibility to meet the needs of both. We keep our job responsibilities in perspective and create opportunities to celebrate joy and have fun with one another.