

Senior Bookkeeper

General Description: Under the supervision of the Community Manager, the Senior Bookkeeper is responsible for accounts payable, payroll and taxes, general journals, and account reconciliations, as well as maintaining appropriate records and filing. Position is full-time on site.

Example of Duties:

- Prepare all invoices for approval and mailing
- Payroll oversight (ADP), including quarterly federal withholding reports and deposits
- Keep current with State and Federal regulations pertaining to payroll
- Maintain personnel and benefits records, including 401-K, and is key contact with Health Plan, and Life & Disability Insurerers
- Track project and department costs
- Prepare monthly financial reports from accounting system
- Reconcile all invoices and statements with backup and prepare checks for Board signatures; and maintain accounts payable filing
- Prepare and post general journal entries from the billing and cash receipt transactions in the community's billing systems.
- Assist Auditor for year-end closing and reporting by preparing proper reports and answering inquiries
- Assist manager in preparing annual budget and other financial reports
- Assist office staff covering phones and counter, and in absence of office secretary, back up the position.

Knowledge, Skills, and Abilities:

- Financial and record keeping skills
- Knowledge in the use of financial software applications, databases, spreadsheets, and/or word processing
- Detail-oriented
- Resourceful and able to take initiative in a changing workplace environment
- Communicate effectively
- Work well with staff, manager, other employees, board of directors, community members and the public
- Exchange information using tact and persuasion as appropriate
- Relies on experience to plan and accomplish goals

Minimum Qualification:

- An associate degree or its equivalent with 3-5 years of experience with A/R, A/P and G/L
- QuickBooks Pro 2007 and Excel experience required
- Caliber accounting software experience helpful, not required
- Knowledge of computerized billing
- Additional education or certification may be substituted for some experience.
- Familiar with standard bookkeeping concepts, practices, and procedures

Benefits

- Healthcare
- Dental/Vision

- 401K matching
- PTO
- Vacation

To apply, please send resume and cover letter to: aserwold@shelterbay.net or mail to:
1000 Shoshone, Lc Conner, WA 98257 Attn: Ann Serwold