

Job Title: Bookkeeper	Job Code: FAF11	Date: May 2007
Immediate Supervisor: Executive Director	FLSA: Non-exempt / 25 hours per week Monday – Friday 9 am – 3:30 pm ½ hour break	Date Revised: May 2011

General Summary:

Provides administrative support both clerical and fiscal to the Executive Director and Program Coordinators.

Essential Functions:

FISCAL:

- Handle highly sensitive material such as personnel and salary records, and other administrative matters in an extremely confidential manner.
- Process weekly accounts payables and maintain filing system.
- Process bi-weekly payroll and manage employee files in Quickbooks program.
- Complete all required state, county and other funding source fiscal reports and billings.
- Process weekly bank deposits and maintain accurate records of investment items.
- Assist with annual audit.
- Work with the Executive Director to prepare annual agency budget.

CLERICAL:

- Answers telephone. Routes caller to appropriate team member.
- Handle highly sensitive matters in an extremely confidential manner.
- Maintain, schedule and assume the lead contact role for repairs and projects for all office equipment, security system, telephone system and computer network. Keep records of equipment purchases, service contracts, and service providers.
- Maintain, schedule and assume the lead contact role for facility maintenance projects.
- Assist team members with registration and travel arrangements for training conferences.
- Run program and/or client related errands throughout the county (i.e. distributing display boards to libraries during Sexual Assault Awareness Month).
- Open, sort, and distribute mail.
- Process weekly thank you letters, and maintain donor database.
- Duplicate and distribute materials as necessary / requested via e-mail, inter-departmental mail, outside mail and fax. Collate, and staple materials as requested.
- Provide technical / facility maintenance assistance to all agency personnel.
- Monitor and order office supplies with approval of Executive Director.
- Assist with the planning for Friends annual fundraising event.
- Perform other related duties as required.

Friends of Abused Families, Inc.

Job Description

Minimum Knowledge, Skills and Abilities Required:

- Requires a level of knowledge acquired through the completion of high school degree. Some college course completion preferred.
- Two years experience working in an office environment. Excellent organizational skills required.
- Ability to maintain the highest level of confidentiality.
- Strict adherence to project deadlines and ability to multi-task essential.
- Working knowledge of Quickbooks and Microsoft Word programs. Internet experience must.
- Excellent interpersonal communication skills. Ability to work well in a team or independent environment.
- Ability to type 40 words per minute.
- Valid drivers license and reliable transportation.

Working Conditions:

- Normal office environment.
- Must be able to lift and carry a minimum of 30 pounds.

I have read and received a copy of the above job description.

Signature

Date