



## ***Bookkeeper***

### Position Description

**Job Title:** Bookkeeper

**Purpose of Position:** To professionally support LoveWay's mission. Incumbent will maintain all financial reporting, overseeing payroll and accounting/bookkeeping (QuickBooks) as well as maintain Insurances as appropriate.

**Requirements:** The ideal candidate will be highly competent in prioritizing and working with little supervision. They will be self-motivated and trustworthy. BA in a relate field such as accounting or business preferred. Minimum 5 years previous experience with financials, reporting, payroll processing, and bookkeeping. At least 1 years' experience with nonprofit entities preferred.

**LoveWay's Core Values:** Transformation, compassion, inclusion, and commitment

**Key Responsibility:** Accounting

1. All accounts payable and receivable duties (pay bills and track monies owed).
2. Maintains financial activity through QuickBooks.
3. Weekly financial reporting to Executive Director, monthly to Board of Directors.
4. Provide monthly financials to Executive Director and Treasurer upon month end closing.
5. Transfer funds for biweekly payroll with requisite QB entries.
6. Bank and credit card reconciliations.
7. Edward Jones and depreciation journal entries.
8. Performs follow-up accounting after each fundraising event, grant and charitable donation.
9. Generate invoices for homebased riders.
10. Generate monthly department reports.
11. Overall responsibility for the stewardship of LW funds.
12. Oversee Insurance Policy's as needed
13. Provide follow-up accounting after fundraising events, grants and charitable donations.
14. Supports Executive Director as needed.
15. Other organizational needs as assigned.

**Personal and Professional Attributes:**

1. Respectful communication to staff, volunteers and clients.
2. Proven ability to multi-task, prioritize, and organize.
3. Communicate all problems and concerns through chain of command.
4. Abide by Client Confidentiality Agreements.



5. Represent LoveWay in a positive and professional manner.

**Reporting Requirement:** This position reports to the Executive Director and the Board of Director's Finance Committee. This is a 15-20 hour-a-week position that requires working within a flexible 2-3 days-a-week schedule. Position is nonexempt and subject to overtime pay.

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Employee	Date	Supervisor	Date
1.13.20 SB			