

Job Description and Responsibilities: **EPCAMR Bookkeeper**

We are in search of an experienced Bookkeeper to help us service our clients, foundations, grantors, vendors, and State and Federal funders, on a part time basis. We need the right individual that will help us facilitate our accelerated organizational capacity for growth in our small non-profit regional environmental organization. We need an individual who can think independently and take full responsibility for and pride in their area of expertise in the field of accounting. Our organization has had to migrate from early versions of Quicken to QuickBooks 2013 for Non-Profits over the last several years and are in need of assistance in updating our databases, client lists, and utilizing QuickBooks 2013 for Non-Profits in the most efficient way possible for our organizational purposes. Bookkeeper will work through project tasks and duties as directed by the EPCAMR Executive Director or the Program Manager, when delegated authority has been provided to the Program Manager to assist the Bookkeeper with understanding EPCAMR's Internal Financial Policies and Procedures.

(Part Time) - 4 hrs/week maximum (\$12-\$15/hr, based on experience to be determined following interview)

- Bachelor's Degree in Accounting, Business, Finance, or equivalent work experience required
- 4+ years experience in Accounting, preferably in the Non-Profit sector
- QuickBooks for Non-Profits Trained Experience, version 2013
- Must be available during working hours of EPCAMR weekdays only
- Responsible for entering Accounts Payable/Accounts Receivable Invoices into Quickbooks (after matching them to the Purchase Order)
- Creating invoices and following up on collections
- Designing templates
- Assisting with payroll entries provided to EPCAMR by RJ Zagraban, our payroll service company
- Assisting with Financial Reports for Quarterly EPCAMR Board Meetings, monthly financial grant reports
- Support some Clerical and Office Administrative needs of the EPCAMR Staff
- Assist with monthly Reconciliations with EPCAMR Bank Statements and PA Invest Community Pool Accounts
- Applicant must be a strong, self-starting, organized, dedicated, flexible, laid back individual with a high level of integrity
- Ability to operate telephone, calculator, computer, and other general office equipment (fax/copier/scanner/USB port functions)
- We're looking for a 'go-to' person that enjoys learning about the work of our organization and can assist us with accomplishing backlogged bookkeeping tasks
- Certified Public Accounting experience is a huge plus
- Strong knowledge of Non-Profit Accounting Principles and financial systems and processes including experience doing write up work and an excellent foundation with QuickBooks for Non-Profits is necessary
- Exceptional communication skills, project management, administrative, and organization skills
- Qualified candidate must be responsive, customer-focused, a great communicator, a team player, dependable, reliable, and have the ability to multi-task

- Mail EPCAMR Bills on a Weekly Basis, as necessary
- Budget Management
- Cash Flow Management
- Journal and Data Entry (Coding)
- Monthly, Quarterly, and Yearly Balance Sheets (Statement of Financial Position)
- Monthly, Quarterly, and Yearly P&L (Income Statement)
- Monthly, Quarterly, and Yearly Budget vs. Actual
- Other Custom Reports (as required)
- Maintain and Manage Chart of Accounts
- Debit Card Entries
- Document Transfer of Funds between EPCAMR Bank Accounts and PA Invest Community Pool Accounts
- Prepare & file required sales tax exemption certificate filings for all vendors possible
- Track, inventory, and update EPCAMR fixed assets and prepare depreciation schedules
- Provide training and helpful hints to EPCAMR Staff on QuickBooks for Non-Profits and bookkeeping concepts
- Provide oversight and suggestions to EPCAMR Staff on ways to improve financial records management, systems, and processes
- Must know accrual and cash based bookkeeping/accounting concepts
- Must be proficient in Excel and Microsoft Office and know how to import and export data files
- Must have a firm understanding of debits and credits, including the basic flow of a balance sheet and income statement
- Will NOT handle cash in the EPCAMR Office, NOT make deposits to the Bank, NOT be responsible for writing out checks, or accepting cash, donations, or checks for the organization
- Will be responsible for following the current EPCAMR Financial Policies and Procedures that are in place to follow the proper protocol in the small non-profit office environment
- Answering EPCAMR phone lines while working
- Sort incoming mail to EPCAMR Staff and receive packages
- Process outgoing mail and ship packages as directed by the EPCAMR Staff
- Order office supplies and maintain office equipment inventory as directed by the EPCAMR Staff