



Job Title: Bookkeeper

Reports To: Chief Financial Officer

FLSA Status: Non-Exempt

Division: Fiscal Department

Meals on Wheels San Diego County is seeking an experienced Bookkeeper for our Accounting Department. Reporting to the CFO, this person will be responsible for maintaining the accounting general ledger and files, all accounts payable functions, preparing daily bank deposits, and posting all transactions to the accounting software program. This position will also share in accounts receivable and other fiscal department duties as needed.

MINIMUM QUALIFICATIONS

- A two-year degree in business or accounting, or a combination of equivalent education and work experience.
- At least two years of Bookkeeper-level work experience.
- Computer literacy with knowledge of Quickbooks, database input/maintenance, Microsoft Excel, Word and Outlook; type 45 words per minute with accuracy.
- Experience with answering phones and multi-tasking
- Ability to carry out duties with attention to detail.
- Ability to operate office equipment including computers, calculators and copiers.
- Ability to learn operation of new software applications as needed.
- Clear written and oral communication skills.
- Ability to follow instructions and established procedures.
- Ability to work in a busy environment and meet deadlines.
- Excellent organizational skills.

RESPONSIBILITIES

- Maintain the accounting general ledger and files (including journal entries and account reconciliations).
- Reconcile cash accounts and prepare daily deposits.
- Responsible for all accounts payable functions.
- Electronically post all transactions and vendor invoices.
- Work directly with auditors in relation to annual audit.
- Generate accounting reports and analyze financial information.

- Create and enter data into ServTracker; create batches and enter data into Raiser's Edge.
- Process credit card payments.
- Assist with monthly customer invoicing.

OTHER PREFERRED QUALIFICATIONS

- Prior experience using Quickbooks Online for accounts payable and journal entries
- Prior experience using the following specialized software: Servtracker, Raisers Edge, and Paychex Preview
- Prior experience working for a Non-profit organization
- Able to lift and carry supplies and or equipment up to 35 pounds.
- Able to ascend/descend stairs, enter/exit narrow doorways or passages and traverse uneven/bumpy/soft surfaces.
- Able to drive a vehicle, possess a valid driver's license, and a reliable and insured vehicle which can be used on the job.