**Collinsville Faith in Action**

**(A not-for-profit corporation)**

**Job Description**

**Title: Bookkeeper and Financial Reporting Specialist**

**Bookkeeper Functions**

1. Maintains the financial records of agency by performing standard accounting/bookkeeping functions
2. Ensures all financial data is recorded accurately in the established financial/business systems (e.g., Quickbooks)
3. Maintains Accounts Receivable, Accounts Payable, and General Ledger accounts in compliance with CFIA auditor and grant-funders’ standards
4. Allocates to the correct cost center and posts financial transactions (e.g., invoices received, recurring expenses
5. Coordinates payment of invoices and recurring bills
6. Ensures the integrity of the financials by performing quality assurance on the data entered into the financial systems
7. Ensures financial and other business records are backed up and retrained pursuant to agency’s data retention policies
8. Maintains continuity book or similar document to assist in continued performance of duties by others and necessary
9. Maintains confidentiality and uses discretion in all communications
10. Other duties as assigned

**Financial Reporting Functions**

1. Run monthly, quarterly, and annual standard account reports (Balance Sheets/P&Ls, etc.)
2. Provides Grant-specific monthly, quarterly, and annual reporting
3. Creates ad hoc reports used to support grant applications, specific grant requirements, etc.
4. Produces reports supporting Answers on Aging requirements (a specific grant program)
5. Coordinates with auditors and funders to provide data and reports to support annual audits
6. Provide explanation of financial reports to board of directors at quarterly board meetings

**Qualifications Knowledge, Skills, and Abilities**

1. 2 years of experience performing standard accounting/bookkeeping functions, or equivalent education
2. Ability to develop skills and knowledge concerning a variety of office systems and equipment
3. Demonstrated record of reliability and organization skills
4. Ability to work accurately with figures and perform basic calculations
5. Ability to accurately enter data into multiple databases
6. Competency in MS Office applications, Quickbooks, e-mail, and internet research systems
7. Experience working in a dynamic, flexible work environment
8. Collinsville Faith in Action requires reliable transportation as well as a valid driver’s license and auto insurance (minimum liability coverage of $100,000 per individual/$300,000 per accident) or state ID.

**Physical Requirements.** Work is primarily sedentary. Must have ability to lift up to 20 lbs.

**FLSA/Overtime.** Non-Exempt. This is a part-time position with expected work taking no more than 20 hours per week. Preapproval required for anything over 25 hours a week.