

**Family Resource Center
Job Description**

Job Title: Program Bookkeeper
Department: Fiscal & Contract Services
Reports To: Assistant and Director of Finance
FLSA Status: Non-Exempt
Grade Level: 5
Prepared Date: June 2024
Hourly Range: \$21 to \$26.25

Family Resource Center (FRC) employee responsibilities include becoming familiar with all programs operated by FRC and interpreting these basic programs and philosophies to the community. Each individual employee will understand the funding terms and conditions of their specific program or position.

SUMMARY

This position applies FRC procedures and principles of accounting to a variety of bookkeeping duties from preparing and processing payments preparation and analysis of journal entries, bank reconciliations, ledgers, sub-ledgers and billings. Requires strong understanding of relevant bookkeeping and accounts payable controls and procedures. Requires a high level of skill working with accounting software, banking, and spreadsheet applications.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Prepare and process Accounts payable invoices, credit card charges, Provider payments, Stipends, and other reimbursement such as mileage, travel expenses and etc.

Void and process return payments of Providers.

Enter and monitor purchase orders in Workflow (Microix) to transfer to MIP Accounting software.

Ensure complete back-up documentation are attached to Purchase orders.

Process payments through checks, direct deposit or credit card payment.

Transfer funds from Admin to Childcare account and vice versa.

Match payment information with supporting documentation on a timely basis.

Complete New vendor information and submit to Directors for approvals.

Review transactions and documentation to ensure that correct accounts are utilized in compliance with accounting principles, agency financial policies and contractual requirements.

Maintain vendor files and information.

Maintain and reconcile Petty Cash Fund.

Prepare journal entries for reclass.

Reconcile purchasing and payment activity to vendor contracts, agreements and statements.

Work with vendors, employees and clients as needed to resolve accounts payable, payment issues, errors, or discrepancies.

Provide customer service and support to internal departments; follow up to resolve issues and determine methods for expediting problem requisitions or purchases.

Assist in processing 1099 and sales tax reports.

Prepare CCERS bank reconciliations.

Update inventory changes and maintain inventory records of the agency.

Assist in conducting agency-wide physical inventories.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Able to knowledgeably apply relevant accounting principles and procedures.

Familiarity with electronic payment systems and processes.

High level of computer proficiency, including working knowledge of standard accounting, spreadsheet and word processing software.

Good skills in data and file management, sorting, and tracking.

Good skills in organization, planning, follow-through, and attention to detail.

Strong interpersonal skills, flexibility and customer service orientation.

Attendance is an essential function of this job.

EDUCATION and/or EXPERIENCE

A.A. certification in Accounting or relevant coursework with at least 2 years' experience in bookkeeping including accounts payable, preferably with governmental or non-profit experience.

Our programs are on a yearly contract basis.

APPROVAL SIGNATURES:

Department Director: _____ Date: _____

Chief Executive Officer: _____ Date: _____

Human Resources: _____ Date: _____