



Council for Jews with Special Needs

JOB DESCRIPTION

DATE: June, 2015

JOB TITLE: Bookkeeper / Administrative Assistant (25-30 hours per week)

REPORTS TO: Executive Director

LOCATION: Scottsdale, AZ

PRIMARY PURPOSE: The purpose of this position is to manage day-to-day accounting activities including maintenance of financial records and transactions; accounts payable and receivables; reconciling bank statements; and completing annual tax forms. In addition, this position provides administrative support across the organization as needed.

PRIMARY RESPONSIBILITIES

Bookkeeping

- Support the Executive Director in all Accounting functions as well as database management
- Prepare financial statements on a monthly, quarterly and annual basis
- Manage Accounts Receivable/Payable functions
- Establish, implement and make improvements as necessary to accounting policies and practices to ensure efficiency and best practices
- Receive, process, enter and acknowledge individual and corporate donations
- Prepare bank statement and reconciliations
- Prepare annual Arizona Corporation Commission filing
- Run reports from database and prepare merge letters for annual fundraising events
- Reconcile general ledger between SAGE/Peachtree and other database
- Produce and present profit and loss spreadsheets

Administrative Support

- Provide support to staff and Executive Director as needed
- Answer telephone and serve as first point of contact to all visitors and guests to the office
- Respond to correspondence and emails; field questions and coordinating meetings
- Tracking of organizational equipment including computers and technology

EDUCATION: associates degree or higher

EXPERIENCE:

- 3+ years bookkeeping experience, including experience with Peachtree or Sage software
- 2+ years providing administrative support

SPECIALIZED SKILLS AND KNOWLEDGE

- Excellent organizational skills
- Task-oriented with ability to work in a fast-paced environment
- Strong communication skills, both verbal and written
- Ability to maintain strict confidentiality and professional demeanor
- Pro-actively anticipates daily activity requirements along with projecting future needs and requirements
- Beginner to intermediate proficiency in Microsoft Suite including Word, Excel, and Outlook
- Beginner to intermediate knowledge with Social Media preferred