



3225 Hospital Drive, Suite 300 Juneau, AK 99801 | PH: 800.478.7245 | FAX: 888.521.4869

Job Title: Bookkeeper

FT or PT, up to 37.5hrs, benefited

Department: Administration

FLSA Status: Exempt

Reports to: Executive Director

Location: Juneau

SAIL is committed to developing and maintaining a diverse and inclusive workforce.

Summary of Position: The Staff Bookkeeper will assume a leadership role in the finance and administration of SAIL. He/she will report to the Executive Director and meet quarterly with the Board of Directors. The critical work objectives are to manage all financial bookkeeping/operations, grants administration, policies, and procedures of the organization. The Staff Bookkeeper will also be responsible for providing excellent customer service. Success requires effective cross functional management with members of the SAIL team. The Staff Bookkeeper will also be a leader in projects which may require high level Excel skills, accounting knowledge and ability to train other non finance staff.

Essential Functions of the Position:

Critical Work Objectives:

Manage all general ledger and subsidiary journals, including cash and credit card receipts, cash disbursements, accounts payable, accounts receivable, revenue releases, payroll accounts, cash flow forecasting, grants administration and reporting

- Reconcile accounts payable and accounts receivable on a monthly basis
- Process cash disbursements on a weekly basis
- Manage the purchase order process for the organization
- Process general ledger transactions and post entries
- Reconcile all credit card purchases to monthly statements
- Perform all cash account reconciliations for all relevant bank accounts
- Manage all annual reporting requirements
- Manage sales Tax reporting
- Prepare materials for and attend Finance Committee meetings
- Assist in the annual budgeting process
- Assist with strategic budgets for long/short term planning for the organization
- Assists in the annual financial and any other audits as required
- Ensure compliance with generally accepted accounting principles

Operations:

- Input payroll information on a biweekly basis as needed
- Make cash deposits as needed
- Manage all vendor relationships and resolution of billing issues
- Manage the purchase order process for the organization

- Manage new employee setup
- Manage all insurance policies (workers compensation, general liability, D&O, etc.)
- Perform twice weekly backups for the QuickBooks system
- Process 1099 forms and other forms relevant to the organization

Grant Administration:

- Review and report submissions to all funding partners as required
- Work closely with the Executive Director and Assistant Directors on budgets, projections, reporting and other grant related procedures

Position Requirements:

- Fingerprint and background check clearance required.
- Accounting Knowledge with one year minimum experience
- 2 years of Quickbooks Desktop accounting experience.

Preferable, but not required skills and experience:

- Knowledge of State of Alaska GEMS reporting system
- Nonprofit experience preferred but not required
- Knowledge of nonprofit accounting standards
- Experience in 990 Income Tax preparation
- Personal experience with a disability and/or the independent living movement

Knowledge, Skills & Abilities:

- Proficiency in the use of Computer Programs:
- Quickbooks Desktop
- Microsoft Office
- Gmail
- Google docs/sheets
- Strong organization, documentation, and time management skills.
- Teamplayer with a positive attitude and the ability to interact with all levels of the organization
- Detail oriented with the ability to handle multiple tasks simultaneously.
- Effective problem-solving skills.

Physical Requirements: Ability to perform sedentary work. Visual acuity necessary to utilize a computer monitor throughout the course of a normal workday. Ability to perform repetitive keyboarding activities and operate general office equipment. Ability to communicate verbally, both in person and over the telephone.

Core Competencies:

- Ability to be flexible
- Ability to communicate and work well with a variety of individuals
- Ability to problem solve situations as they arise
- Ability to work well in a team setting
- Sense of humor in a variety of situations
- A commitment to social justice and equity for those SAIL serves and the people we employ

Work environment: SAIL offers a family friendly work environment. All offices are casual. We encourage open and honest communication between team members. The work environment is positive and friendly.

Possible exposure to inclement weather; Southeast Alaska is located in a temperate rainforest. Rainfall is common at any time of the year. Snowfall can be heavy at times. Summers are marked by up to 18 hours of daylight while winter has as little as 6 hours of daily light.

NOTES: Some travel possible. SAIL is open to flexible schedules whenever possible. Southeast Alaska Independent Living (SAIL) is an at-will employer. **Applicants experiencing a disability are strongly encouraged to apply.**

This Position Description reflects the best efforts of SAIL to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Position Description and understand the essential functions and qualifications of the job.

Employee Signature _____ Date: _____