



Position Title: BOOKKEEPER

Employment Status: Full Time, Non-Exempt (40 Hours)

Summary of Job: The Bookkeeper is responsible for providing Accounting Support services to the ELNC Finance Department.

Direct Supervisor: Assistant Director of Finance

Direct Staff Supervised: None

Other Key Relationships: The Bookkeeper will interact and develop relationships with ELNC Staff, partners, parents, community partners, volunteers and other community early childhood program peers.

Essential Job Functions include but not limited to:

- Follow ELNC fiscal policies and procedures.
- Review and process all invoices and check requests for approval.
- Process debit, credit, and ACH Transactions.
- Maintains historical records by filing documents.
- Perform monthly duties related to the Federal Reimbursement Food Program process including but not limited to:
 - Communicate with participating program sites
 - Receive monthly documentation for participating program sites
 - Develop monthly CACFP reimbursement claims with Michigan Department of Education
 - Maintain CACFP files
- Assist with Federal Reimbursement Food Program site reviews.
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Assist with ELNC annual audit process.
- Assist with and/or participate in all ELNC major projects and activities as assigned.
- Contributes to team effort by accomplishing related results as needed.

Specific Site Duties: None

Essential Competencies Required:

- **Commitment to ELNC Vision and Mission-** The ability to understand, communicate and incorporate the ELNC Vision and Mission into behaviors and attitudes all ELNC staff are expected to exhibit while performing their job responsibilities.
- **Culturally Competent-** The ability to understand, communicate with, and effectively interact with people across cultures.
- **Flexibility/Resilience** – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- **Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion level ample opportunities for supervisor to adjust deadlines.
- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally is focused on getting the best results for actions taken; does not settle of mediocrity.

Knowledge, Skills, and Abilities

- Knowledge and experience in providing accounting support in public or non-profit program.
- Data entry skills, attention to detail, analyzing information, and reporting research results.
- Knowledge of complex helping systems, professions, and organizations and how they affect children and family welfare, and the multiple uses of such systems, professions, and organizations to deliver services.
- Knowledge of safety regulations, practices, and procedures.
- Ability to work well with others in a team approach.
- Ability to communicate effectively, both orally and in writing.

Minimum Required Education and Experience:

- Associates Degree or at least five years prior experience as a Bookkeeper.
- Prior work experience providing accounting support for Executive Team.
- Prior experience working in non-profit human services organization.
- Prior experience working with accounting software.
- Knowledge of computer web based programs, Word, Excel and PowerPoint.
- Proven Self Starter.

Additional Requirements of the Position:

- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed.
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations.
- Walking, standing, bending, and carrying of small and light objects.

Signatures:

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Comment:

Employee: _____

Date: _____

Supervisor signature below acknowledges that they have reviewed the job description with the employee.

Comment:

Supervisor: _____

Date: _____