



BOYS & GIRLS CLUB
OF THE WEST VALLEY

Senior Bookkeeper

PERFORMANCE PROFILE SOURCE: Executive Professional

DEPARTMENT: Finance

REPORTS TO: Chief Executive Officer

FLSA STATUS: Full-time Exempt Non-Exempt

SALARY: \$28-\$35/hour

PRIMARY FUNCTION:

The Senior Bookkeeper is responsible for managing all financial functions within Quickbooks Intuit (online version). Responsibilities include: financial operations, supports the budgeting process and annual audit, tracks and collects on account receivables and payables, manages the credit card usage and internal audit of expenditures, maintains a daily updated cash flow report, donor gifts processing and receipting, and providing monthly financial reporting to the Finance Committee for the Board. This role requires strong collaborative skills as they work closely with the Senior Director of Operations, Chief Philanthropy Officer, the Chief Executive Officer, and the Chair of the Finance Committee and the auditors.

KEY ROLES (Essential Job Responsibilities):

Leadership

1. Ensures the Financial policies and procedures are reviewed annually by the Finance Committee for all financial management functions, ensuring appropriate controls and compliance with generally accepted accounting practices.
2. Ensures everyone understands the policies and procedures of the Club's financial management guidelines.
3. Responsible for tracking all expenses and invoicing all donors and partners for income due to the Club every month. This includes LAUSD, Beyond the Bell, BGC Carson, etc.

Strategic Planning

1. Collaborates with the Chief Executive Officer, Senior Director of Operations, and Chief Philanthropy Officer to develop the annual income and expense budget every fall and provides timely and complete reporting of financial results and recommendations for necessary actions to maintain the fiscal health of the Club.

2. Works closely with the Club's leadership and managers to ensure income and expenses are appropriately accounted for in the correct service areas in monthly reporting.
3. Oversees the process for improved financial operations, recordkeeping, and reporting as identified by external auditors.
4. Is responsible for preparing and reviewing audit schedules and annual reports of audit findings.

Resource Development

1. Manages all Club assets and investments, including real property, equities, bonds, endowment, and other assets.

Resource Management

1. Enters all gifts received via mail, online, ACH, phone, or in person into the donor database (ARREVA), used by the Philanthropy department. This does require making a copy of the checks and placing them in the binder of the gifts by month.
2. Conducts deposits daily if needed, manages the cash deposits every Friday, and tracks interest received monthly.
3. Prepares and mails thank you receipt letters to all donors within 48 hours of the gift being deposited. Ensure a copy of the receipt letter is attached to the check in the gift binder.
4. Provides a weekly report of donor contact to CEO, CPO, and Marketing & Resource Development Committee Chair of the gifts received and new pledges entered. This should include the dollar amount processed, outstanding A/R gifts, and date of when the receipt letters were sent out so as to facilitate Executive and Board Stewardship actions.
5. Daily updates Quickbooks Intuit with all income and expenses.
6. Tracks all AMEX (credit card) charges by all staff. Collects receipts and coding for expenses. All data required by the 5th of every month.
7. Processes all expense reports for staff after approved by supervisor and CEO.
8. Prepares all bills, requesting approval of CEO, prepares checks for signature from CEO to ensure payments are paid on time.
9. Works with the Senior Director of Operations for the site budgets of our LAUSD-BTB programs.
10. Collaborates with the HR to get payroll and benefit information for tracking as well as for invoicing the LASUD-BTB programs by the 10th of every month.

Risk Management and Maintenance

1. Abides by the AFP Code of Ethical Standards in the works with the Philanthropy department.

2. Responsible for ensuring the Club adheres to all requirements of our contracts, MOUs, or grants with financial implications.

ADDITIONAL RESPONSIBILITIES:

1. Exercises authority in problem solving related to the finances of the Club.
2. Trains staff in proper procedures regarding cash receipts, accounts payable, accounts receivable, and budgeting as needed or requested.
3. Supports the Finance Committee Chair with monthly meetings and board information.
4. Attends Board meetings to provide support if needed to the finance reports.
5. Leads the budget preparation and management with the CEO and support staff.
6. Assumes other duties as assigned.

RELATIONSHIPS:

Internal: Maintains oral and written contact with the Chief Executive Officer, Board of Directors, staff peers, and volunteers for the purpose of exchange of information. Provides progress reports regarding cash flow activities, planned programs, and coordinated expenditures.

External: Maintains contact with external auditors, vendors, insurance carriers, and other groups to meet deadlines and requirements.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree in accounting, finance, or business administration from an accredited college or university is preferred.
- A minimum of three years of progressively responsible work experience managing accounting functions and/or bookkeeping in a non-profit agency, or equivalent experience.
- Must know QuickBooks Intuit (Online version).
- Thorough knowledge of budgeting and accounting practices, processes, and procedures of non-profit organizations.
- Demonstrated ability to organize, direct and coordinate operations in budget management and finance operations.
- Strong oral and written communication skills.
- Ability to establish and maintain effective working relationships with Club staff, Board members, volunteers, community groups, and other related agencies.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

We provide office space to conduct tasks and duties and the technical equipment required.
Must be able to lift up to 30 lbs boxes of files.

Signed by: _____
Incumbent Date

Approved by: _____
Chief Executive Officer Date

DISCLAIMER: *The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.*

For Office Use Only	Hire Date: _____	Hire Rate: _____	90-day evaluation: _____
Approved by: _____	CEO	Date	
Entered into BBSI: _____	HR Manager	Date	