



# Bookkeeper

## Job Description

POSITION AVAILABLE: Immediately

**Date Posted:** 03/12/2021

**About the North Marin Community Services** North Marin Community Services (NMCS) is a non-profit organization whose mission helps to empower youth, adults, and families in our diverse community. We serve 8,000+ people in need each year, providing comprehensive services to help people achieve well-being, growth and success. Join an organization dedicated to providing a supportive and professional working environment. Located in beautiful Novato/Marin County/CA, our workplace culture is driven by our five values: teamwork and collaboration, cultural humility, excellence, integrity, and learning and continuous improvement. Visit [www.northmarincs.org](http://www.northmarincs.org) to learn about the impact of our services, and how you can make a difference in Novato.

**Job Title:** Bookkeeper

**Status:** Non-exempt; 40 hours/week.

**Salary Range:** \$24-26/hr (\$49,920-\$54,080/year). Generous benefit package including medical, dental, and vision benefits, life insurance, PTO, employee assistance program, up to 2% retirement employer match, and childcare discount. Sign-on bonus of \$250 at three months of employment.

**Reports to:** Accounting Manager

**Purpose:** This position serves as a member of the Finance Office, and is responsible for Accounts Payable and Accounts Receivable, and other accounting functions.

**Essential Functions:**

- Processes/posts a variety of accounting transactions such as invoices, payments and expenses, prepare 1099's in accordance with office procedures.
- Handle all aspects of accounts receivable including childcare billing.
- Support billing for programs including third party payers and clients.
- Work in partnership with Wellness Program Manager and conducts billing for the Mental Health Program.
- Work in partnership with Administrative Coordinator to bill facility rentals.
- Check and verify accounting data; enter data into MIP accounting system and generate reports.
- Maintain and reconcile accounting files including AP and AR to ensure that all payments are accounted for and properly recorded or posted.
- Work in coordination with Accounting Manager to maintain cash receipts including preparing and posting bank deposits for Operating Accounts to ledgers, maintaining petty cash and field trip receipts.
- Process accounts and incoming payments in compliance with financial policies and procedures
- Serve as office alternate for bank reconciliations and processing rental assistance checks.
- Other duties as assigned, including supporting the CFO and Accounting Manager with the annual audit.

**Minimum qualifications:**

- 1-3 years experience in Accounting, non-profit preferred; MIP accounting software is a plus.
- Education in Accounting or related field required. Accounting certificate preferred.
- General computer application proficiency (intermediate-advanced) with all Microsoft Office applications, including Outlook, Word, Excel, Power Point as well as Adobe Acrobat.
- Extreme attention to details and accuracy required including 10 key data entry.
- Good analytical and organizational skills.
- Strict attention to privacy issues and absolute discretion required. Capacity to multi-task and prioritize a variety of tasks.

- Successful candidate will have the following interpersonal skills: excellent oral and written communication skills, strong work ethic and problem-solving skills, customer service orientation, adaptable and flexible.
- Comfortable working in a team environment and independently with all levels of employees.

**Other Requirements:**

Job may include walking up and down stairs, standing, lifting and moving small items of up to 25 lbs. Candidate must pass a Live Scan background check and a pre-employment health exam including proof of vaccinations and TB test clearance (costs reimbursed). An applicant with a conviction, other than a minor traffic violation, including a misdemeanor and/or felony, will not receive background clearance.

**To apply for this position:**

**Please submit your resume and cover letter via the link below:**

<https://www.northmarincs.org/careers-internships/>

Bilingual applicants are encouraged to apply.

**Equal Opportunity**

NMCS is an equal opportunity employer; we welcome and encourage all qualified candidates to apply. We value our differences and respect everyone. If you need accommodation in the application process, please contact [hr@northmarincs.org](mailto:hr@northmarincs.org) or 415-892-1643 ext. 224.