



Bookkeeper

Job Description

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About 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 11,000+ 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, equity, excellence, integrity, and learning and continuous improvement. Visit www.northmarinc.org to learn about the impact of our services, and how you can make a difference in Novato.

Job Title: Bookkeeper

Status: Hourly, non-exempt position. 40 hours/week Monday – Friday.

Salary Range: \$28-30/hour (\$58,240-\$62,400/year). Generous benefits package including medical, dental, and vision benefits, life insurance, earn up to 3 weeks PTO (mental/physical health and vacation) in your first year, 12 paid holidays/year, employee assistance program, up to 2% retirement employer match, and childcare discount. Sign-on bonus of \$250 at three months of employment.

Reports to: Chief Financial Officer

Purpose: The Bookkeeper is responsible for Accounts Payable, Accounts Receivable, and other accounting functions as part of the Finance Department.

Essential Functions:

- Process/post a variety of accounting transactions such as invoices, payments, and expenses, reconcile check register. Obtain W-9's, contracts and insurance certificates from vendors.
- Prepare 1099's and DE 542's in accordance with office procedures.
- Process rental assistance checks and make monthly calls for return rental deposits.
- Manage all aspects of accounts receivable including childcare billing.
- Support billing for programs including third-party payers and clients.
- Work in partnership with Administrative Coordinator to bill facility rentals.
- Work in partnership with Wellness Program to conduct billing for the Mental Health Program.
- 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.
- 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.
- Maintain accurate books on accounts payable and receivable, record and review financial entries and reconciliations in compliance with financial policies and procedures.
- Perform daily accounting tasks such as monthly financial reporting, general ledger entries, and record payments and adjustments.
- Serve as office alternate for bank reconciliations & month-end entries.
- Supporting the CFO and Accounting Manager with the annual audit.
- Other duties as assigned

Qualifications:

Required Qualifications:

- English fluency
- Minimum of 1 year of experience in accounting
- General computer application proficiency (intermediate-advanced) with all Microsoft Office applications, including Outlook, Word, Excel, PowerPoint, and Adobe Acrobat
- Extreme attention to details and accuracy, including 10-key data entry.
- Excellent analytical and organizational skills.

North Marin Community Services

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- Strict attention to privacy issues and absolute discretion
- Capacity to multi-task and prioritize a variety of tasks.
- Strong work ethic and problem-solving skills with a customer-service orientation
- Adaptable

Preferred Qualifications:

- Accounting courses
- Nonprofit accounting experience
- MIP accounting software experience

Other Requirements:

Candidate must pass a Live Scan background check and a pre-employment health exam including proof of vaccinations and TB test clearance (costs reimbursed). All employees must be fully vaccinated against COVID-19, unless a medical or religious exemption is granted. 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 visit <https://www.northmarincs.org/careers-internships/>
Bilingual/Bicultural individuals are encouraged to apply.

Equal Opportunity

North Marin Community Services welcomes and encourages all qualified candidates to apply – especially as we recognize that people bring experience and skills beyond just the technical requirements of a job. We also know that self-doubt can sometimes get in the way of stretching professionally, so if your experience is close to what you see listed here, please consider applying. We value our differences and respect everyone – regardless of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, citizenship status, marital status, genetics, AIDS/HIV, medical condition, political affiliation, disability, age, status as a victim of domestic violence/assault/stalking, or military/veteran status. If you have a disability and need assistance and/or accommodation with applying for a job, please contact hr@northmarincs.org or 415-892-1643 ext. 224.