



SCOTTY'S HOUSE

Brazos Valley Child Advocacy Center

Where the healing begins

Bookkeeper Job Description

Job Title:	Bookkeeper
Job Classification:	PTE/Not Exempt
Salary Range:	Depending on qualifications
Supervisor:	Director of Operations, Executive Director

Summary: The Bookkeeper provides fiscal support maintaining accurate accounting and grant records for Scotty's House following generally accepted accounting principles (GAAP). Works with and supports the Executive Director and Director of Operations ensuring accurate reporting of all financial transactions.

Essential Functions:

- Ensure all financial transactions are processed and recorded timely, properly, and accurately following GAAP and grant requirements, including:
 - a. Payables and Receivables,
 - b. Payroll, and
 - c. General ledger entries and appropriate adjustments.
- Conduct and maintain bank reconciliations to ensure accuracy of financial transactions.
- Prepare and maintain accurate financial statements, including balance sheets, income statements, and cash flow statements.
- Prepare financial information needed for grant and foundation applications, management and requests for reimbursements.
- In collaboration with the Executive Director and the Director of Operations, prepare the annual budget for the center.
- Maintain a tracking system to produce timely and accurate financial reports in accordance with agency requirements.
- Provide documentation needed for tax filings, tax preparation and annual audit
- Timely preparation and filing of 1099 forms.
- Assist in financial projects and tasks as required, contributing to the overall financial health of Scotty's House.

- Participate in professional development and on-going training activities; and
- Complete all other duties as assigned.

Minimum Requirements

- Bachelor's degree from an accredited college or university, or equivalent, and two (2) years of relevant experience. Degree in accounting or related field preferred.
- High proficiency with Microsoft Word, Excel, and Quick Books required.
- Experience with financial requirements of grants management.
- Attention to detail and exceptional organizational skills.
- Excellent communication, professionalism, and collaboration skills.
- Subject to background check, including criminal and Child Protective Service clearances.
- Bending, stooping, reaching and lifting of office materials (up to 20 lbs).