**Job Title:** Bookkeeper

**Classification:** Full-time and hourly, nonexempt under FLSA

**Required Education and Experience:** Two or more years of bookkeeping work experience and expertise in QuickBooks accounting software and Microsoft Excel required. A Bachelor’s Degree in Accounting or Business Administration preferred, along with experience working in a nonprofit organization with diverse funding streams.

**Expected Hours of Work:** Monday through Friday, 8am-6pm, with flexible scheduling.

**Work Location**: EVE Administrative Building in Lansing, MI. Potential hybrid option once training and orientation complete.

**Supervisor:** Office Manager

**Pay Range:** $17-20/hour

**Summary of Functions:** The Bookkeeper is responsible for recording transactions in the accounting software, allocating costs to the appropriate grant where applicable, preparing payroll submissions to outside payroll vendor, preparing payment requests for grants, and producing monthly financial summaries for the Executive Director.

**Bookkeeper Responsibilities:**

* Determine proper account coding of all grant-related transactions, including payroll and matching funds.
* Prepare employee timesheet and activity reports so hours worked can be tracked by grant.
* Record all accounting transactions in QuickBooks accounting software.
* Record all cash receipts, including donations and pledges.
* Process bi-monthly payroll using payroll software, ensuring that staff timesheets are appropriately coded to grants/programs.
* Prepare regular grant expense reports to ensure timely and full reimbursement.
* Reconcile all account balances on a monthly basis or more frequently as needed, including accounts receivable, accounts payable, and prepaid expenses.
* Perform bank reconciliations on a monthly basis.
* Prepare and present monthly and annual financial reports to the Executive Director, including prior year expenses for budget forecasting.
* Follow established procedures for internal controls and segregation of duties, suggesting improvements where decisions are noted.
* Other duties as assigned.

**Bookkeeper Requirements:**

* Perform characteristic duties as outlined above.
* Strong communication, analytical, and reasoning skills.
* Ability to prioritize projects and meet deadlines.
* Ability to work in a fast-paced environment and adapt to the unexpected.
* Ability to work both independently and as a member of a team.
* Ability to maintain confidentiality and professional boundaries.
* Ability to work with diverse populations and support an inclusive work environment.

**Physical Requirements:**

* Office environment requiring some standing, sitting, reading, writing, computer work, and typing, to be completed without or with reasonable accommodation.
* Using a computer for documentation of financial data.
* Intra-agency communication through email (including attachments of various formats), phone, scheduled team meetings held in different formats (in-person, hybrid, fully virtual).
* Office location in older 2-story building converted from a house to an administrative space; no elevator; entry into building accessible via stairs or ramp.

**Pass a criminal background check.**

**Possess a valid Michigan Driver’s License and up-to-date vehicle insurance.**

**To apply please email your resume and cover letter to Meisha Dabney-Forbes at** [**mdforbes@eveinc.org**](mailto:mdforbes@eveinc.org)**.**

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_**

**Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_**