POSITION: **Office Administrator with a focus on bookkeeping and grant reporting**
ORGANIZATION: **Kendall County Women's Shelter**
REPORTS TO: **Interim CEO/CEO**
STATUS: **Non-Exempt, Hourly**
COMPENSATION:

Job Summary: Responsible for providing bookkeeping services as required by Kendall County Women' s Shelter, ensuring compliance with local, state and federal standards; and represent the organization in a positive and professional manner. This is a part-time, non-exempt hourly position, max of 30 hours. This is not a remote position.

QUALIFICATIONS:

- A minimum of 5 years of general bookkeeping, record keeping, managing a check register, cash fund, or similar financial work experience and/or job duties.
- Non-profit bookkeeping experience preferred.
- Valid Texas Driver's License and good driving record.
- Criminal history background check required.
- Strong accounting and organizational skills.
- Ability to walk, bend, stoop, twist at the waist, reach, climb stairs, and lift and carry at least 35 pounds.
- Must be able to work hours other than 9 a.m. to 5 p.m. Monday through Friday- for special events.

SKILLS:

- General knowledge and aptitude for the basic bookkeeping duties, including education or work experience in the fundamental accounting or bookkeeping skills and processes.
- Education or work experience in general administrative office skills, including proper phone etiquette, document and correspondence filing, and other essential skills required in providing staff office support.
- A working knowledge of, or education and/or work experience in the use of PC based accounting systems such as QuickBooks.
- A demonstrated knowledge and skill in the use of Microsoft Office applications, including Word and Excel.
- Knowledge and skills in the use and general user level maintenance of a desktop personal computer or laptop.
- Ability to navigate and use internet-based web services and websites.

DUTIES AND RESPONSIBILITIES:

Bookkeeping

- Proficient with QuickBooks software.
- Enter Deposits, checks. and transfers. Ensure proper coding.
- Balance bank accounts, produce monthly Profit and Loss Statements, Balance Statements, reconciliation reports.
- Assist with preparation of the annual budget providing information regarding the agency's revenue and expenditures, provide fiscal updates to CEO.
- Ensure accurate and timely bill pay.
- Reconcile invoices, credit card statements and in-kind report.
- Reconcile donation entries in QuickBooks with donor software.
- Document accounting practices and procedures in keeping up with the most currently standards in the filed and accounting and in accordance with the state and federal grant regulations.
- Ensure accurate and timely compliance with all IRS and government regulations. (I.e., taxes, contributions, acknowledgements)
- Enter CPA generated year-end entries.
- Ability to do payroll reports and prepare all year end payroll tax reports and IRS notifications to employees or contract labor (1099, W2's, etc.)
- Assist with annual preparation for independent audits, grant audits ad well as other audit activities; coordinate issuance of annual financial statements for the fiscal year.
- Assist and coordinate with the CEO the analysis and procurement of the agency's insurance plans and premiums.
- Verify accuracy of timesheets, activity reports, mileage logs, deductions and other payroll documents.
- Obtain start up cash for all events. Make bank transfers between accounts as required.
- Charged with the responsibility of assuring the financial integrity and the upholding of strict confidentiality standards in line with the policies of KCWS. Noncompliance is cause for immediate dismissal.

Grants

- Prepare, as applicable, monthly FSR reports, reimbursement requests, quarterly and annual reports for all grants and grant adjustments.
- Provide financial and grant update information to CEO as needed.
- Prepare all financial and workload measures of grants.
- Osnium data entry and monthly submission.

Event support

- As directed by the CEO.
- Ability to utilize donor and event management software.
- Assist with fundraising and event support as directed by Event Lead and/or CEO

Team Support

- Help answer phones
- Attend and participate at staff meetings as required.

The position is under the general supervision of the Chief Executive Officer and has responsibility for the following activities:

- Receiving, recording, and paying all invoice billings received.
- Receiving deposit information from the CEO and recording all receipts and monies received by KCWS.
- Maintaining and keeping current the accounting & administrative filing system.
- Assisting the CEO with the processing and maintenance of the payroll process.
- Supporting the office staff by answering the telephone, taking messages, and forwarding phone calls to the appropriate staff person when necessary.
- Maintaining the security and protection of all confidential and sensitive information or data used and entrusted to KCWS. This includes, but is not limited to, requirements of State and Federal law, as well as confidentiality mandated by the KCWS Board of Directors or the Chief Executive Officer.