

Position Title: Bookkeeper
Department: Humane Society of Greenwood Administration
Classification: Part-time
Reports To: Executive Director

Summary:

The Bookkeeper has overall responsibility for payroll and bookkeeping for the organization.

Essential Duties and Functions

Bookkeeping and Financial Responsibility

- Responsible for documentation and review of all daily financial transactions and preparation of deposits.
- Pays invoices by verifying transaction information; preparing disbursements; obtaining authorization of payment. Weekly accounts payable report provided to Board Treasurer for approval.
- Maintains accounting ledgers by posting account transactions in QuickBooks.
- Maintains financial security by following internal accounting controls.
- Secures financial information by completing data base backups.
- Maintains financial historical records by filing accounting documents.
- Maintains chart of accounts; defining bookkeeping policies and procedures.
- Maintains historical records by filing documents.
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.

Payroll and Personnel Record Keeping

- Complete accurate and expedient personnel data entry with all required documentation.
- Maintains payroll information by calculation and entering of data.
- Updates payroll records by reviewing changes in exemptions, insurance coverage, savings deductions, job titles, and transfers.
- Pays employees by printing and issuance of paychecks.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Determines payroll liabilities by the calculation of employee federal and state income and social security taxes, and employer's social security, unemployment, and workers compensation payments.
- Provides payroll information by answering questions and requests.

- Complies with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

Qualifications

- High School Diploma or equivalent or higher.
- Training and extensive experience in use of QuickBooks.
- Excellent Customer Service Skills.
- Available to work flexible scheduling if required.

Knowledge, Skills and Abilities

- Commitment to the mission, values, goals and successes of The Humane Society of Greenwood.
- Highly motivated, polite and professional mannered.
- Team player, able to work in a fast paced, multi-tasking environment.
- Strong computer skills in a Microsoft Windows environment are preferred.