

**Sample job description: Bookkeeper**

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| **Employee name** | Full name | **Job title** | Bookkeeper |
| **Direct supervisor** | Full name | **Job title** | Job title |
| **Classification** | [x]  Nonexempt [ ]  Exempt (U.S. only) |
| **Position type** | [x]  Full-time [ ]  Part-time [ ]  Temporary |
| **Working hours** | Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand. |
| **Compensation** | List salary, salary grade and pay range (minimum and maximum salary). |
| **Supervisory responsibilities** | This position has no supervisory responsibilities. |

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| **Job summary or purpose** |
| The bookkeeper is responsible for implementing and/or maintaining the organization's accounting system. The bookkeeper is responsible for day-to-day accounting, such as journal entries, processing invoices, account reconciliations and bank deposits. The bookkeeper also keeps records of assets and liabilities, and assists with preparation of financial statements and reports.  |
| **Essential functions** |
| Essential functions of the bookkeeper include, but are not limited to, the following:* Performing basic accounting procedures (such as accounts receivable, accounts payable, time billing, payroll, general ledger, tax payments and inventory control)
* Providing information for financial statements (such as monthly and quarterly financial reports, and monthly forecasts summarizing current and projected financial position)
* Reconciling general ledger accounts
* Communicating with customers to address any past due invoices
* Providing other accounting assistance and support as requested
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| **Competencies** |
| * Communication proficiency, including excellent verbal and written communication skills
* Technical proficiency, including use of accounting software and web-based applications
* Excellent attention to detail
* Strong organizational skills
* Strong analytical skills
* Ability to work independently and manage multiple projects and deadlines
* Credibility and integrity
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| **Qualifications and requirements** |
| * Associate's or more advanced degree in accounting or finance
* Two or more years of progressive bookkeeping experience
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| **Work environment** |
| This position operates in a professional office environment with moderate noise. Sitting for long periods of time is typical in this position but brief periods of walking or standing may occur. |
| **Physical demands** |
| This position requires speaking and hearing. Frequent typing and writing is customary. Bending and twisting could occur regularly. The employee must be able to lift up to 10 pounds at certain times. |
| **Travel requirements** |
| No travel is expected for this position, but business needs may change this circumstance. |
| **Affirmative action plan or equal employment opportunity** |
| This organization is fully committed to equal employment opportunity, maximum utilization of all employees, and employment and advancement regardless of race, color, creed, religion, sex, age, sexual orientation, national origin, disability, veteran status or any other characteristic protected by state, federal or local law. Discrimination of any type will not be tolerated. |
| **Other duties and functions** |
| This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the position. Duties, responsibilities and activities may change at any time with or without notice. |

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| **Employee agreement and signature** |
| The employee's signature below constitutes understanding of the job requirements, essential job functions, and other duties and functions of this position; an understanding that the job description is subject to change; and an understanding that reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the job.  |
| **Employee signature** |  | **Date** |  |

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| **Management and HR agreement and signatures** |
| This job description has been approved by all appropriate management staff. |
| **Direct supervisor signature** |  | **Date** |  |
| **Department manager signature** |  | **Date** |  |
| **HR representative signature** |  | **Date** |  |

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