

## **BOOKKEEPER**

### **Policy/Program Direction**

- . Collaborates with Executive Director to facilitate the growth & development of PCUSA at the national level.
- . Participates in the overall and specific development of PCUSA budgets.
- . Works collaboratively with other staff of PCUSA to keep the vision set forth by the National Council.

### **DESCRIPTION:**

The **Bookkeeper** reports to the Executive Director. Maintains financial records, bank accounts and tax records. Works closely with Executive Director in budget and financial matters. Bookkeeper serves as support to the contracted payroll service.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- . Responsible for QuickBooks data entry and upkeep, including:
  - Entering deposits and online donations from Cybersource and PayPal.
  - Entering online sales income (includes filing and paying of state sales taxes).
  - Tracking and entering credit card expenses in QuickBooks.
  - Entering all payments: checks, salaries, taxes, online payments.
  - Recording all bank account transfers.
- . Maintains chart of account in consultation with Executive Director.
- . Oversees and reconciles all bank accounts affiliated with Pax Christi USA.
- . Processes the financial transactions of grants and other Pax Christi USA projects.
- . Responsible for payroll of PCUSA; monitors time sheets; tracks personal, sick, vacation and comp time for staff.
- . Oversees the pension and insurance programs including processing workers compensation and unemployment insurance claims.
- . Responsible for weekly bill payments and bank transfers, in consultation with the Executive Director.
- . Prepares monthly update of income and expense statement (includes print-out of profit and losses).
- . Assists with development of annual Pax Christi USA budget.
- . Assists with preparation of audit and 990 form.

### **OTHER RESPONSIBILITIES:**

- . Complies with the policies and procedures outlined in Employee Handbook and Personnel Manual.
- . Assumes other duties as assigned/designated.

### **QUALIFICATIONS:**

1. Degree in accounting or finance and at least five years of bookkeeping experience are required.
2. QuickBooks expertise is a must.
3. Knowledge of GAAP (Generally accepted accounting principles) and internal control procedures.
4. Working knowledge of budgets and budget forecasting.
5. Knowledge of Business English, office terminology, and excellent grammar.
6. Must be discreet in sharing information that is of a confidential nature.
7. Able to communicate and work well with others and have a pleasant attitude.

Applications will be reviewed and the position is open, until position is filled.

Please send your resume, cover letter and three professional references by email to [applications@paxchristiusa.org](mailto:applications@paxchristiusa.org). Subject line should read: Bookkeeper Application. **No telephone calls and no hard copies.**