Southwest Organizing Project
Bookkeeper Job Description

Job Title: Bookkeeper  Job Status: Full time
Department: Finance  FLSA Status: Non-Exempt
Manager: Director of Finance  Work Schedule: Monday – Friday, 8:30AM – 5:00PM

Job Summary
The bookkeeper will work on data and bookkeeping entries, assist with staff benefits, produce grant reports, process weekly and bi-weekly payroll, and produce regular vouchers for reimbursement from funding sources.

Essential Job Duties
- Prepare data and bookkeeping entries and reviews them for accuracy and completeness
- Produce grant reports on income and expenditures for private and governmental funders
- Assist with the weekly check run
- Assist with processing of payroll for employees and contract staff
- Assist with financial record keeping and documentation of income and expenses
- Assist with the annual audit by providing assistance with production of backup documentation
- Respond to questions from SWOP staff on benefits (health insurance, retirement plan, PTO)
- Perform other duties and responsibilities as assigned

Position Qualifications
- Three to five years of bookkeeping experience; preferably with a non-profit organization
- Experience with QuickBooks or similar programs
- Mastery of Microsoft Office programs (Word, Excel, PowerPoint)
- Ability to work flexible hours, including some weekends
- Experience with government grant reporting a plus

Skills and Abilities
- An ability to pay attention to detail
- An ability to work effectively in a multicultural setting
- A respect for and understanding of diverse faith traditions, cultures, and languages
- Fluency in Spanish and English preferred

Work Environment and Physical Demands
Work is performed primarily in an office environment during a daytime shift. Requires the ability to sit at a desk and use a computer for extended periods of time.

SWOP has reviewed this job description to ensure that essential job functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee’s ability to perform the position described. It is not intended to be construed as an
exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent contract of employment, and SWOP reserves the right to change this position description and/or assign tasks for the employee to perform as SWOP may deem appropriate.

____________________________________   ________________________________
Supervisor signature                       Date

____________________________________   ________________________________
Employee signature                          Date