



BOYS & GIRLS CLUBS
OF BENTON AND FRANKLIN
COUNTIES

BOOKKEEPER

SUPERVISOR

Chief Finance Officer

STATUS

Full-time (30 -35
hours/week), hourly
with benefits
Non-exempt

STARTING SALARY RANGE

\$18.55-\$24.09/hr
DOQ/DOE

BENEFITS

Medical Insurance
Dental/Vision
Insurance
Long Term Disability
\$10,000 Term Life
Insurance Policy
401K (pending
eligibility requirements)
Staff Childcare
Discounts
Paid Time Off
Paid Holidays

ORGANIZATION DESCRIPTION

The Boys & Girls Clubs of Benton and Franklin Counties is committed to empowering all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Consistent with our values of Respect, Integrity, Stewardship, and Passion for Youth; we provide a broad range of programs and activities focused on our priority outcomes of Academic Success, Healthy Lifestyles, and Good Character and Citizenship. Boys & Girls Clubs of Benton and Franklin Counties began in 1995 and now serves over 2200 club members each year at multiple club locations. The Club is currently working with community partners to establish additional club sites in underserved communities.

POSITION SUMMARY

The Bookkeeper is responsible for the bookkeeping for the organization, specifically Payroll, AP, and some AR processing. Primary financial duties include deposit prep, check requisition processing, reconciliation of credit card accounts, payroll processing, and document preparation. This position will interface with multiple staff and managers.

JOB FUNCTIONS

- Assist with aspects of the AR and AP process including deposits, check requisition processing, and document preparation.
- Coordinate aspects of the payroll process including timesheet review and payroll preparation.
- Assisting the Office Manager with merchandise processing.
- Filing of accounting, payroll, personnel, donor, and other potentially confidential documents.
- Perform data entry tasks for both financial and development information.
- Assist in other areas as needed.

QUALIFICATIONS

- High school diploma required. Bachelor's degree in a related field is preferred, but a combination of work experience and education may be substituted.
- A minimum of two years working in bookkeeping.

- Ability to manage multiple projects and meet deadlines while maintaining a calm, positive attitude.
- Detail oriented, organized and able to prioritize tasks and complete them in a timely manner.
- Strong computer skills required.
- Strong communicational skills, both verbal and written.
- Strong organizational skills leading to efficiency and functionality.
- Working knowledge of Microsoft Office Suite and QuickBooks required and Ramp and Paycom highly preferred.
- Must be able to lift and move objects as heavy as 40 lbs.

APPLICATION PROCESS

Please submit a cover letter and resume to Julie.adelmund@greatclubs.org. Position will close as filled.

Boys & Girls Clubs of Benton and Franklin Counties is an Equal Opportunity Employer.

GREAT FUTURES START **HERE.**