

Boys & Girls Club of Allentown

Job Description

Position Title: Bookkeeper

Location: Boys & Girls Club of Allentown Administrative Office

Position Type: Part-Time

Reports To: Chief Executive Officer

Job Description:

The Boys and Girls Club of Allentown is seeking a Part-Time Bookkeeper to join our team. As a nonprofit organization dedicated to providing a safe and nurturing environment for young people, we rely on accurate financial records to support our mission. The Bookkeeper will play a crucial role in maintaining our financial integrity by entering all revenue and expenses, tracking donations and grants, managing invoices and payments, and ensuring compliance with financial regulations.

Responsibilities:

- Enter all revenue and expenses accurately into accounting software (QuickBooks).
- Record cash and in-kind donations, grants, membership payments, and other sources of income.
- Track invoices and payments, ensuring timely processing and accurate recording.
- Maintain accounts payable and receivable records, including monitoring outstanding balances and follow-up on overdue payments.
- Process payroll accurately and in a timely manner.
- Reconcile bank statements and financial transactions regularly to ensure accuracy.
- Generate monthly financial reports and assist in preparing financial statements for review.
- Perform general ledger entries and maintain organized financial records.
- Assist with budget preparation and monitoring.
- Collaborate with other CEO to ensure financial transparency and compliance with policies and regulations.
- Review with CEO invoices to be paid.
- Stay updated on accounting best practices and relevant regulations affecting nonprofit organizations.

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field preferred.
- Proven experience as a bookkeeper or similar role, especially in a nonprofit organization.
- Proficiency in QuickBooks and Microsoft Office Suite.
- Strong understanding of accounting principles and practices.
- Excellent attention to detail and accuracy in data entry and financial record-keeping.
- Ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Excellent communication and interpersonal skills.
- Commitment to the mission and values of the Boys and Girls Club of Allentown.

This is a part-time position with flexible hours in the office, approximately 20-25 hours per week. If you are passionate about supporting youth development and have the skills to maintain accurate financial records, we encourage you to apply.