

The Conservation Society of San Antonio

JOB DESCRIPTION

JOB TITLE **Bookkeeper**

Incumbent:

Supervisor: Senior Bookkeeper/ Treasurer

Evaluated by: Senior Bookkeeper/ Executive Director

JOB SUMMARY

The Bookkeeper contributes to the overall success of the organization by effectively managing all financial tasks for the organization. Assists and provides backup for Senior Bookkeeper.

REQUISITE SKILLS/ EDUCATION

1. Accounting Degree and/ or 3 or more years of bookkeeper/ accounting experience.
2. Knowledge of Generally Accepted Accounting Principles.
3. Must have computer skills with knowledge of current business-oriented Microsoft Office software and Sage 100/ Mas 90 Accounting Software.
4. Must be able to work with volunteers and maintain a pleasant demeanor while performing in a highly active and at times stressful environment.

JOB DUTIES

1. Maintain timely and accurate financial statements and reports as needed in with accordance with Generally Accepted Accounting Principles to include: Balance Sheet, Income Statements, Budget Reports and Treasurer's Report.
2. Assist Committee Chairmen and Staff Support with the preparation of budgets for any and all purposes.
3. Ensure compliance with internal financial and accounting policies and procedures.
4. Work with Senior Bookkeeper to prepare all supporting information for the annual audit and liaise with the Board's Audit Committee and the external auditors as necessary.
5. Maintain complete and accurate supporting information for all financial transactions.
6. Maintain financial accounting systems for Cash Management, Accounts Payable, Accounts Receivable, General Ledger and Petty Cash.
7. Reconcile bank accounts.
8. Provide monthly statements of financial position and activities and supporting documentation to the Treasurer and Executive Director for formal review.
9. Manage the cash flow and advises Treasurer of bank balances and cash flow requirements.
10. Liaise with the Budget and Treasurer/ Audit Committees as required.
11. Has knowledge of NIOSA® accounts and provides backup support to Senior Bookkeeper.
12. Must be flexible and perform other duties as required, position will include extended hours during peak periods.

PHYSICAL FACTORS

1. Must be able to remain in a stationary position for 80 percent of the time.
2. Occasionally lifting and carrying up to 20 pounds.
3. Frequent lifting, bending, kneeling, and reaching.

JOB DESCRIPTION EFFECTIVE: October 5, 2020

ANNIVERSARY DATE:

CLASSIFICATION: Non-Exempt

Approved by: _____

Patti Zaiontz, President

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