

## Bookkeeper & Office Manager:

Reports to: Executive Director

Oversees: Office Assistant

- Schedule: Monday - Friday, 9am-5pm, special events and evenings as needed
- Essential duties:
  - Daily reconciliation of deposits, recorded in Quickbooks
    - Monthly reconciliation of all bank accounts
  - Maintain credit card income records by account
    - Reconcile and record income and fees for admissions, donations, events, memberships, and programs
  - Generate Profit & Loss (P&L) reports and monthly financial reports for Director and Board review
  - Record invoices/ pay invoices for all company expenses
    - Create and record weekly bank transfers
  - Tabulate bimonthly payrolls for all employees
    - Review digital timesheets, submit payroll in ADP, resolve any issues
    - Provide information regarding new and exiting employees
    - Update vacation benefits
  - Complete grant reports for assigned grants (CCPBC, BLM, Town/FDOT)
    - Generate monthly and quarterly reimbursement requests
    - Collect necessary marketing materials from marketing department
    - Send or deliver request packets, deposit, and record reimbursement checks
    - Work with staff on additional or new requirements, attend required webinars
    - Maintain data and files for all grant expenses, deposit documentation, calculate salary reimbursements
  - Oversee multiple insurance policy payment schedules and provide payments
    - Provide annual health insurance renewal
    - Communicate with agent on financial plan, payments, and issues, and address employee questions and issues
  - Process and distribute incoming and outgoing mail and deliveries
  - Maintain all financial files for the LRHS
  - Order office supplies, cleaning products
  - Assist with major events at admissions
    - Post event, provide financial information for budgets, and income & expenses