



St. Luke N.E.W. Life Center

Bookkeeper Job Description | January 2017

Position: Bookkeeper

Status: Full Time, Hourly

Accountability: Reports to Chief Financial Officer

General Description of Position

This position assists with mission of the St. Luke N.E.W. Life Center (NLC) performing all bookkeeping duties to ensure proper maintenance of accounting records, processing of receivables, payables, and payroll. The position is also responsible for supporting regular maintenance of records for grant reporting purposes. The right candidate will complete these efforts with technical expertise, superior attention to detail, and compassion for the people served by NLC.

Principal Duties and Responsibilities

- General Bookkeeping Duties
 - Checks invoices for accuracy; prepares checks for signature
 - Processes payroll and all required withholding taxes and reports
 - Calculates and maintains accurate balances in bank accounts
 - Pays all debts on time, without incurring late fees
 - Maintains accounting ledger using double entry bookkeeping for receipts and disbursements
 - Uses an accrual accounting system
 - Implements electronic funds transfers
 - Develops and maintains all accounting records and files
 - Gathers data and prepares regular financial reports for use by NLC staff and contractors
 - Prepares a variety of routine accounting correspondence, schedules, forms, and lists
 - Prepares bank deposits
 - Supervises staff use of paid and unpaid time off
- Additional Tasks
 - Keeps track of budgets and grants for various programs. Alerts managers when spending is close to exceeding budgeted amounts
 - Supports operation of social enterprises by establishing and refining procedures for billing and payment
 - Handles sensitive information confidentially

Qualifications

- Required Qualifications
 - Associates degree or equivalent in related field
 - Minimum of one year experience with standard accounting practices
 - Experience working or volunteering in a nonprofit social service setting
 - Must be able to maintain confidentiality of individuals served

- Must maintain compassion and balance of the mission and needs of NLC with requirements to maintain financial records and processes
- Ability to work with structurally unemployed people and treat them with respect and honesty
- Fluency in Microsoft Office suite and QuickBooks
- Desired qualifications
 - Experience in nonprofit accounting, including financial reporting for grants
 - Experience working in North Flint or communities facing similar challenges
 - Experience working in a faith-based environment

Physical Demands

While performing duties, employee has to sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. The position also requires some standing, stooping, and bending while filing. Employee is expected to work onsite, Monday through Friday, with minimal travel.

About NLC

Initiated by two Roman Catholic nuns in 2002, the St. Luke N.E.W. Life Center (NLC) is a faith-based nonprofit organization that serves structurally unemployed men and women in North Flint, Michigan. **Our mission is to offer transformational programs that provide life skills, education, and workforce training to help individuals become self-sufficient and support their families.** We are committed to building trusting and enduring relationships with families who receive assistance through our programs. To receive support from NLC, an individual must have a genuine desire to change his or her situation and must regularly participate in activities for the duration of the program in which he or she is enrolled.

In addition to training programs, we also operate two social enterprises, a food pantry that serves over 3,000 people annually, and a variety of community services, including crisis intervention, childcare, and a literacy center. These services are critical to the success of our workforce programming, as they provide participants with additional wrap-around services required to support their families as well as real-world experience during the program. Ultimately, many of the people completing workforce training at NLC are employed by the Center at least temporarily.

Contact

Please email a resume and cover letter to jason@sipi.solutions to apply.