

# Bookkeeper for Lions Tigers & Bears

The Bookkeeper is responsible for recording all financial transactions, including purchases, sales, receipts and payments in QuickBooks, the accounting software. Posts information to QuickBooks and reconciles accounts to ensure accuracy. Supports Lions Tigers & Bears (“LTB”) payroll and bank reconciliation processes, as necessary.

## Primary Responsibilities

- Administer the accounts receivable and accounts payable function timely.
- Pay all bills, understand and categorize to the proper expense category in QuickBooks (Program, Administrative, Fundraising), and understand the accounts utilized in the P&L.
- Maintain an organized filing system for all vendor invoices, revenue sources, credit card statements, and banking statements.
- Support and communicate effectively with third party processor for bi-weekly payroll, as necessary.
- Support and communicate effectively with third party processor for bank reconciliation processes, as necessary.
- Financial Reports
  - Create and track budgets (yearly, quarterly, per special event, or ad-hoc).
  - Generate monthly financial reports, as well as reports on special events, visits, and any other ad-hoc reports requested by the Director/Founder.
  - Maintain regular contact with the LTB accountant.
- Work in collaboration with the Data Processing Coordinator to ensure accurate receipt of gift reports from DonorPerfect and check/credit card receipts to QuickBooks to validate the activity from all revenue sources (FareHarbor, Groupon, PayPal, etc.) is captured in QuickBooks.
- Reconcile credit card receipts and petty cash at least monthly, and more frequently as needed or requested by the Director/Founder.
- Communicate timely and effectively with the LTB Accountant, CPAs, Auditors, and Management, and assist with the completion of all audits (financial, payroll, sales tax, etc.).
- Create financial reports as needed to keep management and the Board up-to-date on the financial health of LTB.
- Engage as a team member/team player.
- Keep office clean and neat.
- Maintain confidentiality of proprietary, financial and donor information.
- Provide administrative support for special events as needed.
- Perform all other duties as assigned by the Director/Founder.

## TO APPLY

Email cover letter, resume outlining relevant experience, and two professional references to [admin@lionstigersandbears.org](mailto:admin@lionstigersandbears.org)

In the subject line use: **Applicant - Bookkeeper**