

## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Bookkeeper		
<b>DEPARTMENT:</b>	Simon Youth Foundation	<b>JOB CODE:</b>	1015
<b>LOCATION:</b>	Indianapolis	<b>PAY GRADE/FLSA:</b>	29
<b>REPORTS TO:</b>	Amy Updike	<b>DATE:</b>	

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**PRIMARY PURPOSE:** The Bookkeeper is responsible for handling the fundamental aspects of the Foundation's financial recordkeeping, including financial transactions, accounts payable and receivable, state registration compliance and payroll. This position supports the Vice President, Finance and Administration.

**PRINCIPAL RESPONSIBILITIES:**

**BOOKKEEPING**

*Support all bookkeeping functions as directed by the Vice President, Finance & Administration, including:*

- Purchase supplies and equipment as authorized by management
- Monitor office supply levels and reorder as necessary
- Process invoices in a timely manner
- Record cash receipts and make bank deposits
- Maintain an orderly accounting filing system
- Assist with budget preparations
- Calculate variances from the budget and report significant issues to management
- Comply with local, state, and federal government reporting requirements
- Process payroll in a timely manner
- Provide clerical and administrative support to management as requested

**MINIMUM QUALIFICATIONS:**

- Minimum of two years responsible accounting or bookkeeping experience including accounts payable, accounts receivable, payroll, general ledger and financial reports.
- Must be able to keep Foundation matters strictly confidential.
- Associate's degree in accounting or business administration or equivalent business experience.
- Knowledge of bookkeeping and generally accepted accounting principles.
- Strong computer/software skills in Word and Excel.
- Preference will be given to candidates with a working knowledge of the Financial Edge accounting software package.