

# Cornerstones Career Learning Center, Inc.

## JOB DESCRIPTION

### FULL-TIME BOOKKEEPER

#### GENERAL SUMMARY:

Cornerstones Career Learning Center is looking for an experienced Bookkeeper to assist in managing our day-to-day accounting and finance requirements. Confidentiality, excellent organizational skills and accuracy are important qualifications for this position, as well as good customer relations and the ability to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines. They will also have responsibility for maintaining staff records and benefits compliance.

Employees taking on the position full-time would need to accept additional duties in the office such in reception, proctoring testing, and potentially teaching classes.

#### QUALIFICATIONS:

1. Minimum two year degree in a related field and two years' experience in bookkeeping and computers.
2. Current Bookkeeping skills.
3. Computerized accounting skills.
4. Current Computer skills in Google and Office products along with QuickBooks

#### SKILLS:

1. Develop rapport easily with people and work effectively as part of a team.
2. Maintain files, including written correspondence, telephone calls, and computerized record systems.
3. Perform routine office tasks with effective grammar, typing and filing practices.
4. Work efficiently with computers.
5. Assist Staff members with programs including: arranging logistics, maintaining records, compiling and submitting fiscal, monthly, quarterly and annual reports.
6. Information gathering and referrals for employees on office policy and bookkeeping procedures.
7. Maintaining the bookkeeping system as the auditor request. Prepare information needed for fiscal reviews.
8. Maintain bookkeeping system and cost allocation programs (Excel & QuickBooks)
9. Proof Cost Allocation to QuickBooks Profit and Loss Statement on monthly and yearly bases
10. Pay bills in a timely manner and track Accounts Payable.
11. Work effectively with staff and vendors on purchasing of needed curriculum and supplies.
12. Prepare Invoices and track Accounts Receivable.
13. Generate biweekly payroll and complete IRS and UI Reports.
14. Maintain Employee Personnel Files
15. Maintain vacation and Personal Time Off (PTO) records
16. Work with Executive Director on budgeting and monthly financial reports.

17. Maintain appropriate signatures on checks and reconcile checking and credit accounts
18. Assume additional duties as assigned by the Executive Director

### **WORK SCHEDULE**

Full-Time Position is up to 40 hour a week, 12-month position. Flexibility with work schedules is expected.

### **EMPLOYMENT INFORMATION**

1. Wage starts at \$14.00 an hour.
2. Full-time – 40 hours a week 12-month a year position
3. Benefits and leave schedules are in accordance with the organization policies and include:
  - Employer Covered Health Insurance
  - Employer Covered Life Insurance
  - Paid Holidays
  - Vacation
  - Personal Time
  - Employer Matched Retirement
  - Flexible Scheduling
  - Pre-tax medical and dependent care
  - AFLAC

### **WORK LOCATION**

This position will be located in Huron, South Dakota