



BOYS & GIRLS CLUBS
of South County

JOB ANNOUNCEMENT

Office Manager/Bookkeeper

Opening Date: March 17, 2022

Closing Date: Until Filled

JOB DESCRIPTION:

The Office manager/Bookkeeper is responsible for performing various financial functions, including: processing and recording all assigned financial transactions (payable/receivables) in the general ledger; preparing month-end and year-end compilation of financial reports to monitor adherence to budget targets; preparing financial statements for senior management and government/regulatory agencies as needed for compliance issues and in accordance with the GAAP accounting standards and procedures and BGCA membership requirements; preparing tax filings, processing and tracking invoices, and coordinating annual audit activities with external auditors; and biweekly payroll. Knowledge in Constant Contact, Donor Perfect, Human Resources, Resource Development, and non-profit culture.

JOB FUNCTIONS:

- Compile regular financial reports (budget variance reports, general ledger updates, etc.) to support management-level decision-making regarding the Club's fiscal health using QuickBooks/other computerized management systems.
- Work closely with outside auditors in implementing any recommended controls or procedures intended to improve Club financial recordkeeping; and preparing documents/reports for annual audit activities.
- Ensure the maintenance of accurate and timely financial records by entering, processing and reconciling transactions in accordance with established procedures and formats in accordance with GAAP accounting standards and procedures.
- Maintain electronic and hard copy filing systems, making sure they are accurate and timely and facilitate easy retrieval of information.
- Process, manage, and maintain biweekly payroll records and prepare supporting reports for Worker's Compensation, Pension, and School District reimbursements.
- Generate and track invoices to vendors and customers.
- Expected to attend monthly or as scheduled Board of Director Meetings.
- Experience and knowledge using Constant Contact, Donor Perfect software.
- Responsible for assisting, managing and administering human resources functions, benefits, safety, employee relations, and staff development. Provide advice to management in the development and implementation of policies and practices that comply with all applicable regulations and are consistent with mission and values.

MINIMUM QUALIFICATIONS:

- Associate degree or higher education in Accounting or Finance.
- Minimum of three years of non-profit accounting experience, using computerized QuickBooks accounting systems, ADP Workforce Now support 200+ employees, MS operation systems, and solid knowledge of GAAP accounting standards and procedures.
- Knowledge of California Labor Law and Human Resource trends.
- Highly professional, organized, polished, personable, and adaptable.
- Able to maintain strict confidentiality.

Hours:

Monday through Friday, 8:30 am-5:30pm

Compensation

Full-time Exempt Salary

Eligible Benefits Included

Salary Range: \$62,000-\$69,000 annual salary

To Apply:

Submit resume to:

Stephanie A. James

Boys & Girls Clubs of South County

sjames@bgcscounty.org

Equal Opportunity Employer