



**BOYS & GIRLS CLUBS  
of South County**

**JOB ANNOUNCEMENT**

**Office Manager/Bookkeeper**

**Opening Date:** April 21, 2021

**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.

**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](mailto:sjames@bgcscounty.org)

**Equal Opportunity Employer**