

THE SECRET PLACE HOME, INC.

POSITION DESCRIPTION
FOR
BOOKKEEPER

Position Assignment

Title: Bookkeeper
Recruited by: Supervisor/Director
Approved by: President

Working Relationships:

Reports to: Program Director / President

Participates on Staff Team: Works closely with Program Director / President
on light Bookkeeping responsibilities

Basic Functions:

Responsible for organization's accounts/ general ledger. Including recording all transactions and post debits (costs) and credits (income). Producing financial statements and other reports for supervisors and managers as needed.

- Must be proficient in Microsoft Business Solutions
- Non Profit experience preferred but not necessary.

This is a part time position.