

## Accounting Assistant (Part-Time)

### JOB DESCRIPTION:

This position assists the Accounting Director and Resource Development (RD) Director with management of donations to the Club.

### RESPONSIBILITIES:

- All of the time will be spent in this position on bookkeeping and donor data.
- Work in Bookkeeping for the Accounting Director:
  - Assisting the Accounting Director with processing expenses including -
    - Processing accounts payable in Bill.com which will include correctly classifying and approve payments
    - Monthly invoicing in Bill.com, Bloomerang, and Quickbooks
    - Work to reconcile the Bill.com information with the Quickbooks system
    - Work with the Divvy credit card system to class, code and approve transactions
    - Work to reconcile the Divvy credit card information with the Quickbooks system
  - Assisting the Accounting Director with processing revenue including -
    - assisting the Accounting Director with processing and classifying donations including checks, ACH/EFT's, and on-line credit card transactions coming from multiple sources;
    - helping to maintain the syncing features of the Bloomerang system with Quickbooks.
  - Other bookkeeping tasks such as -
    - Bank reconciliations
    - Deposits
- Work in donor data processing for Resource Development:
  - Maintain donor records including -
    - update donor files in Bloomerang system;
    - produce mail/email acknowledgements, thank you letters, receipts, invoices, pledge letters, etc. for all donor gifts including in-kind;
    - execute queries from the database to fulfill mailing requests and Resource Development Department data reports including donor records, files, statistics, donor campaigns, and other Development areas; and,
    - provide customer service to donors including contacting them via phone and/or email when their credit cards expire, to clarify pledges, to

follow-up on pledges in arrears, to respond to requests from donors for information about their gifts, etc.

- o Communicate directly with donors in person and in other ways on a regular basis.
- o Work with the Resource Development Director and Donor Relations Director to thank donors and foster positive relationships with them.
- o Pull research to assist the RD Director and the Executive Director to improve donor retention rates and satisfaction.

**REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:**

- Working knowledge of QuickBooks - **required**.
- Strict attention to details in all tasks, **required**.
- Exceptional organizational and prioritization skills, **required**.
- Experience with word-processing, spreadsheets, and databases, **required**.
- High level of communication skills, *strongly preferred*.
- Accounting or Bookkeeping experience or schooling, *strongly preferred*.
- A proven record of working cooperatively and flexibly as part of a team, including working closely with a direct supervisor.
- Works well in a results driven environment, meets deadlines, and tracks activities.
- A high level of integrity and honesty as there will be work with sensitive data.
- Ability to multi-task, set priorities, and maintain a positive attitude at all times, especially during times of increased workload.

**DISCLAIMER:** *The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Boys & Girls Clubs of Bloomington is an Equal Opportunity Employer.*