

MUTTVILLE

senior dog rescue



Position Title: Bookkeeper

Classification: Full-Time, Non-Exempt

Date: February 2017

Position Description:

Muttville, a non-profit senior dog rescue in San Francisco California, seeks to hire a full-time Bookkeeper. We desire a detail-oriented and hardworking teammate to assist our animal welfare organization of caring professionals. The Bookkeeper is responsible for the core financial and bookkeeping functions including accounts payable, payroll, and maintenance of files and business related documentation. The Bookkeeper is responsible for maintaining adequate systems of accounting records and for reporting to management. We are seeking an experienced professional to make productive contributions to business functions and to handle specific assignments and administrative duties that support the team in achieving Muttville's goals.

Accounts Payable Duties:

- Enter and attach payment information into QuickBooks and maintain records
- Pay supplier bills in a timely manner and manage vendor relationships
- Reconcile employee credit card statements and manage reimbursements
- Perform various general accounting functions such as journal entries, maintenance of open and paid vendor files, special reports, and assisting with account reconciliations

Accounts Receivable Duties:

- Work closely with Muttville's Development Officer to ensure accuracy and usability of deposit records in Virtuoso and reconcile them with QuickBooks
- Monitor, track, and report grant income received and grant spending
- Help to ensure sound financial accounting and inventory management practices for the sales of Muttville merchandise

Financial Reporting:

- Process information in such a manner that allows for the timely preparation of monthly financial reports to Muttville management, Muttville's board of directors, and external parties
- In cooperation with Muttville's accounting consultant, prepare monthly accounts payable, accounts receivable, and bank reconciliation reports for Muttville management, with accompanying explanations including actual results vs. budgeted goals
- In cooperation with the accounting consultant, conduct monthly reconciliations of all accounts to ensure their accuracy and timely completion

- Work with the Muttville's Treasurer to ensure Muttville is in compliance with Muttville policies and audit-ready
- In cooperation with Muttville's accounting consultant, assemble documentation and information for external auditors
- Provide Muttville's Development Officer with donations received reports and information
- Input of annual budget
- Ensure SOPs are kept up to date and provide assistance in SOP documentation

Payroll, Benefits, and Compliance:

- Ensure accurate and timely preparation of payroll, including review and filing of timesheets and accounting of time-off and sick leave earned
- Review and maintain monthly benefits invoices ensuring appropriate transactions have been completed relating to the adding or removing of personnel as appropriate

Office Management and Customer Service:

- Provide clerical and administrative support to management as requested. Collaborate with and support colleagues and volunteers in the achievement of Muttville's goals
- Recruit, supervise, and support administrative volunteers to assist with job duties
- Walk and support the care of Muttville dog(s) housed in your office
- Assist with keeping the facility and donations area clutter-free and client-ready. This includes the daily cleaning and organization of your office
- Assist with greeting clients, answering the phone, and responding to emails as requested
- Ensure all clients, colleagues, volunteers, and animals receive the highest level of service and compassion, and represent Muttville in a professional, courteous and positive manner at all times
- Practice discretion with sensitive information regarding employees, volunteers, donors, vendors, and our dogs

Reports to:

- Chief Operating Officer

Position Requirements:

Education & Experience

- Three+ years of previous bookkeeping experience as a core job function required with knowledge of generally accepted accounting principles, focused on the non-profit sector
- Accounting or associates degree preferred with significant experience in bookkeeping and thorough knowledge of accounting concepts and practices
- Proficiency with QuickBooks required
- Solid computer skills and database and data entry experience
- Previous customer service experience preferred
- Available to regularly work weekends, as well as some evenings and holidays as needed

Knowledge, Abilities, & Skills

- Attention to detail with a high level of accuracy

- Ability and experience with creating effective systems to ensure completion of work
- Effective organizational skills
- Ability to work in a busy and bustling work environment, embrace and foster change, problem solve, multi-task, and regularly demonstrate flexibility
- Excellent interpersonal and team building skills including successful verbal, listening, and writing communication skills
- The ability to handle an array of situations calmly and professionally
- Time management skills and flexible schedule
- Dedicated to the overall success of the organization, motivated and comfortable helping with customer, facility, and/or animal care as needed
- Comfortable and willing to accommodate multiple dogs in work and office spaces required
- Comfortable working with various kinds of dogs in a safe, calm, and responsible manner

Physical Requirements & Work Environment

- Regularly sit at computer station and operate electronic equipment
- Work is performed at Muttville headquarters, which includes areas where dogs live and are cared for, office spaces, and stairs
- Regular exposure to free-roaming office and headquarters dogs with limited alternatives available. Subject to dog bites and scratches while handling dogs of uncertain temperament
- Exposure to disinfectant solutions
- Exposure to regular interruptions

Salary and Benefits:

- The starting wage for this position is commensurate with experience and qualifications
- This is a regular, full-time, non-exempt position and the benefits package includes medical and life insurance, 401k plan, and paid time off for vacation, holiday, and sick time