



BOYS & GIRLS CLUBS
OF VOLUSIA/FLAGLER COUNTIES

POSITION DESCRIPTION

TITLE: Bookkeeper/Finance
PERFORMANCE
DEPARTMENT: Administration
REPORTS TO: Administrative Officer/HR & CPO

Exempt ■

PRIMARY FUNCTION:

Manage financial functions including: daily bookkeeping, donor records, budgets, financial reports, and payroll. Provide support to the Chief Professional Officer and Management Team in the areas of planned giving, special projects, grants and events. Provide regular clerical and administrative support management. Provide advice and counsel to management in the development and implementation of policies and practices that comply with all applicable regulations and are consistent with Boys & Girls Clubs mission and values.

KEY ROLES (Essential Job Responsibilities):

Leadership

1. Assist in the establishment and implementation policies and procedures for daily financial management functions.
2. Assist management in establishing and implementing policies and procedures for the effective financial management of Club resources.

Resource Development

3. Contribute to attaining financial support by working with management and Board committees to develop and implement special events that focus awareness on Club activities, engage community support and generate revenues.
4. Contribute to preparation of the annual request for support from the United Way, Children and Families Advisory Board, and other sources as identified.

Resource Management

5. Collaborate with management in development of operating and fund account budgets, and control expenditures against budget.
6. Maintain procedures and methods for financial records and recordkeeping systems, cost gathering and accounts reporting to ensure compliance with all regulations and recommendations of the Board of Directors and financial auditors. Prepare a variety of reports on financial activities and status for budget preparation.
7. Analyze routine operating practices and procedures to include personnel, record keeping, performance standards, workflow, and cost reduction, equipment and supply utilization, etc., to ensure smooth and efficient organization operation.

Marketing and Public Relations

8. Participate in activities to maintain good public relations for Club programs, services and activities.
9. Assist in planning and implementation of all special events and planned giving initiatives.

ADDITIONAL RESPONSIBILITIES:

- Share in general office responsibilities such as answering phone/making phone calls, copying, errands and cleaning.
- Interacts with vendors, member agencies and public to answer questions and to resolve account and billing discrepancies.
- Performs other related duties as required.

RELATIONSHIPS:

Internal: Maintains daily contact with Management Team, direct supervisor and CPO to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.

External: Maintains contact with grantors, sub-contractors, donors, etc. to give and obtain information, either in response to inquiries or as instructed by supervisor.

SKILLS/KNOWLEDGE REQUIRED:

- College degree in accounting, finance, business administration or equivalent experience.
- Two years of experience, preferably in a nonprofit, in posting, maintaining and verifying various ledgers or accounts such as accounts receivable, accounts payable, payrolls, payment vouchers, invoices, bank accounts, budgets, etc.
- Knowledge of the principles and practices of the budgetary process.
- Minimum three years experience of varied and progressive administrative responsibilities and two years office management experience with administrative/supervisory responsibilities in a nonprofit organization.
- Advanced knowledge of personal computers, including database management, spreadsheets, word processing, desktop publishing and computer accounting system.
- Strong administrative, organizational skills, analytical, and problem-solving skills.
- Knowledge of data gathering techniques, such as library research or files analysis, to obtain technical and administrative materials for organizational use.
- Knowledge of principles and practices of organization, planning, records management, research and general administration.
- Ability to communicate effectively both verbally and in writing with staff, employees and public.
- Excellent interpersonal and conflict resolution skills.
- Scrupulous attention to detail and confidentiality.
- Must have valid Florida Drivers License and be approved by Vehicle Insurance providers.
- Ability to operate standard office equipment including but not limited to computers, typewriters, copiers, calculators, adding machines and facsimile machines.

PHYSICAL REQUIREMENT/WORK ENVIRONMENT:

Position requires travel/driving for meetings and errands. Light to Moderate lifting may be required. Ability to sit and work at computer for moderate periods of time is required.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____
Incumbent Date

Approved by: _____
Supervisor Date

Reviewed by: _____
Chief Professional Officer Date