

Boys & Girls Clubs of Volusia/Flagler Counties  
Job Opening: Bookkeeper

DeLand, Florida  
Full-Time Position  
Salary: \$45,000 - \$50,000

We are seeking a dedicated and detail-oriented Bookkeeper to join our team. The ideal candidate will have a strong understanding of accounting principles and a keen eye for detail to manage day-to-day financial transactions. The Bookkeeper plays a crucial role in maintaining accurate financial records, preparing reports, and ensuring compliance with financial regulations.

Key Roles:

- Manage financial functions including daily bookkeeping, donor and grants records, payroll, accounts payable and receivable.
- Ensure accurate and timely information reporting and compliance with generally accepted accounting practices, regulations, and contractual requirements.
- Perform month-end journal entries and maintain cost distribution tracking of grant-related expenses.
- Conduct bank reconciliations and assist with billing for grants as needed.
- Maintain organized recordkeeping systems for financial and grant-related documentation.
- Assist on special projects as needed.

Skills/Knowledge Required:

- Proficiency in QuickBooks and Microsoft Office applications: Word, Excel, and Outlook.
- Bachelor's degree in accounting, finance, or business administration, or two years of experience managing the accounting functions in a non-profit agency, or equivalent experience.
- Thorough knowledge of budgeting and accounting practices, processes, and procedures of non-profit organizations.
- Strong communication skills, both verbal and written.
- Strong organizational and analytical skills.

Join us and contribute to making a difference in our community!

Please submit resume to [LFolsom@bgcvfc.org](mailto:LFolsom@bgcvfc.org)

*Boys & Girls Clubs of Volusia/Flagler Counties is an equal opportunity employer and does not discriminate because of veteran status, pregnancy, genetic information, or any other protected category.*