



Position: Full Charge Bookkeeper

Job Description

Reporting to the Operation Director (OD), the Full Charge Bookkeeper is responsible for carrying out bookkeeping and related administrative duties of Autism New Jersey, Inc. The work week will consist of 40 hours, however; may vary depending on the needs of the Agency.

Required Qualifications

- A minimum of two (2) years bookkeeping and administrative experience
- Strong organizational skills
- Outstanding attention to details
- Proven ability to maintain confidentiality
- Good written and verbal communication skills
- Demonstrate the ability to communicate effectively and professionally with staff and external contacts to the organization
- Ability to interface well with all departments within the organization and to represent the respective Agency in a highly professional manner
- Proven ability to manage multiple diverse tasks at one time
- Possess a high degree of proficiency with MS Office Products including Word, Excel, Access, Power Point and Outlook

Preferred Qualifications:

- Blackbaud Financial Edge and Raiser's Edge software proficiency

Responsibilities of the Full Charge Bookkeeper include, but are not limited to the following:

- Daily and weekly balancing of cash.
- Maintaining financial document retention files for all departments.
- Coordinating approval process of all accounts payable invoices.
- Coordinating and inputting payables into Financial Edge, batch summary report balancing and submission for verification, approval and posting by Operations Director (OD).
- Maintaining open and paid vendor files.
- Coordinating new vendor setup.
- Reconciling vendor statements and handling payment complaints or discrepancies.
- Preparing deposits and cash reports and taking deposit to the bank.

- Reviewing all expense reports for accuracy and proper expense disclosure, classification and reporting any variances to OD.
- Working closely with A/R support staff to assure the accuracy of billing and all corresponding journal entries and input of A/R for applicable departments for various programs throughout the agency.
- Performing monthly bank reconciliation for depository account(s) for verification, approval and posting by OD.
- Making month-end standard journal entries when applicable.
- Reviewing periodically during the month the general ledger for input accuracy and verifying that accounts have been reviewed for content.
- Reviewing outstanding check log and communicating status to OD.
- Maintaining current and expired contract files.
- Processing credit card expenditures.
- Running all required month-end reports.
- Preparing month-end balance sheet review and reconciling any differences with OD.
- Reviewing and reconciling petty cash vouchers to administrative assistant's reconciliation, replenishing petty cash on an as needed basis.
- Responding to inquiries from OD and staff regarding expenses, receivables and budgets.
- Auditing for compliance.
- Preparing payroll and Teledata submission to ADP during the absence of OD or when assistance is required.
- Assisting OD in all budget preparation, input and balancing.
- Assisting OD with grant reporting administration.
- Carrying out administrative duties as assigned or delegated to include, however; not limited to typing, mailing, faxing, filing, package delivery coordination and follow-up phone calls as assigned or delegated by Operations Director.
- Performing other duties as assigned for assistance throughout the Agency by the Operations Director.