

Non-Profit Bookkeeper & Payroll Coordinator
Hours: 5-8 hours per week

Summary: Under the direction of the Director, this position is responsible for performing a variety of bookkeeping and accounting duties including processing payroll every other week and processing trainee stipend checks weekly, financial record keeping and transactions including accounts payable, receivable and general ledger. Maintains an average of 5 parent accounts and performs monthly billing for reimbursable contracts and grants. Desired individual will have advanced experience with QuickBooks, experience working in the nonprofit setting, an outgoing and friendly personality, demonstrated professionalism and tact in communications with a diversity of individuals, strong organizational and time management skills, acute attention to detail and ability to work well with the school's administrative team and directors. This representative will need to complete work at the non-profit training center located in New Orleans, LA.

Duties & Responsibilities:

- Processes payroll at the close of pay periods.
- Prepares, records and distributes paychecks.
- Processes state and federal payroll tax deposits and reports in a timely manner.
- Performs monthly billing.
- Issues checks for bills and employee reimbursements in an accurate and timely manner.
- Ensures that all expenditures are appropriately categorized.
- Pays monthly health insurance bill and reconciles with payroll.
- Reports and pays workers compensation.
- Collects deposit checks and other payments and recognizes revenue.
- Works with board and program staff to ensure billing accuracy.
- Reconciles bank accounts and provides reports to board of directors and executive leadership each month.
- Keeps clear records of all account activity and alerts executive leadership about past-due accounts in a timely manner.
- Proactively maintains highly organized filing system.
- Files invoices, payroll paperwork, reimbursements, insurance information and other financial records.
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues.
- Assists in the development and implementation of systems and procedures as needed.
- Performs other duties as assigned by executive leadership.

Qualifications:

- Advanced proficiency in QuickBooks
- Nonprofit experience a plus
- Associate's degree (AA/AS) or equivalent
- 3-5 years accounting, bookkeeping or related experience or equivalent

- combination of education and experience.
- Proficiency in Windows operating system and with Microsoft Office 2007, Excel, Google Docs and Internet Explorer/Firefox.
 - Excellent verbal and written communication skills.
 - Strong organizational, problem-solving, and analytical skills; ability to manage priorities and workflow.
 - Strong mathematical skills.
 - Payroll processing experience.

To Apply: Send resume to: info@lagreencorps.org