



Our Lady of Lourdes Hospitality North American Volunteers, LTD.

Public Association of the Christian Faithful and First Hospitality of the Americas

Bookkeeper Job Description

Responsible to assist the Executive Director in managing the finances of the association, as well as to work with the office staff, particularly overseeing the financial elements of all programs. Includes daily management and entry of financial transactions, banking and payroll.

Duties and Responsibilities:

- Maintain general ledger
 - Data entry of daily transactions into QuickBooks and Etakestry
 - Monthly reconciliation of all bank and credit card accounts
 - File and organize all receipts
- Maintain accounts receivable and accounts payable
 - General invoicing/collections
 - Receive payments and donations (send receipts as necessary)
 - Maintain restricted account funds
 - Pay monthly bills
- Process and administer weekly payroll
 - Process and file weekly deposits and quarterly/annual federal and state payroll forms
 - Oversee worker's comp and disability insurance
 - Manage employee benefit transactions: new hires, 401K, health and dental benefit enrollment
- Purchase office supplies as needed
- Make bank deposits
- Financial reporting
 - Weekly reporting to Executive Director
 - Monthly/quarterly/annual reporting to Finance Committee
 - Generate pilgrimage and program financial data and reports as requested
 - Assist with annual budget and cash flow forecasting
- Prepare for annual audit and tax filing
 - Create Excel spreadsheet summaries and reports as requested by auditor/accountant
 - Post journal entries and depreciation
- General office duties to support programs as needed by the team

Experience Required:

- Requires bookkeeping and/or account clerk experience
- Working knowledge of not-for-profit accounting principles and GAAP
- Experience using QuickBooks, Excel and donor management software
- Proficiency in Microsoft Office

Skills Required:

- Excellent organizational and time management skills
- High attention to detail
- Ability to prioritize and work independently
- Ability to maintain confidentiality
- Strong interpersonal communication skills
- An understanding of our mission and mission of the Catholic Church

Compensation and Benefits

- Hourly, depending on experience, with opportunity for advancement
- Health and dental benefits
- 401K with match
- Paid vacation and personal days
- Flexible hours

How to Apply

This position performs truly rewarding work that is essential to the management of the association.

Qualified applicants should send cover letter and resume to erika@lourdesvolunteers.org.