

## **Covenant House Pennsylvania**

**Position Title: Bookkeeper**

**Reports to: Accounting Manager**

**Goal of Position:** Under the direct supervision of the Accounting Manager and Director of Finance the Bookkeeper will assist in maintaining the Covenant House Pennsylvania Accounting system and control processes while ensuring compliance with the agency's Mission.

### **Duties:**

1. Assist the Accounting Manager and Director of Finance by preparing and processing all supporting ledgers, reconciliations and journal entries i.e., cash disbursements, cash receipts, general journal, payroll, etc.
2. Assist the Accounting Manager and Director of Finance in adhering to internal controls with regards to finance and office policies.
3. Maintains and monitors the accounts payable system for the purpose of issuing accurate and timely payments.
4. Develop working relationships with outside vendors to maintain the accounts payables system.
5. Make deposits and withdrawals at the company banks with approval from authorized signers.
6. Provide administrative support to agency Department Heads (as requested).
7. Assist with all finance related audits.
8. Assists with all other requests from the Accounting Manager and Director of Finance as needed.
9. Performs any other assigned related duties.

### **Knowledge, Skills and abilities necessary to perform job:**

- Ability to communicate effectively both orally and in writing.
- Ability to work in a team setting and maintain effective working relationships with superiors, subordinates, peers, representatives of other agencies and the general public.
- Efficiency with Microsoft Office and related applications, e.g., MS Word, Excel, Access, Power-Point, etc.
- Proficient with standard office equipment, e.g., adding machine, typewriter, and computer.
- Infor Lawson experience preferred but not required.

### **Minimum education and experience necessary to perform job:**

Associates degree and working towards a bachelor's degree in a related field and 5 years experience in the Administrative and Finance field.