

**Job Description**

**Part-Time Bookkeeper**

The Bookkeeper is a part-time position, anticipated to be approximately 16–24 hours per week, or as needed. This position assists the finance director in managing financial data to ensure accuracy and compliance. This role includes proper data entry of financial information, reconciliation of financial accounts, and reporting of financial information.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reports to: Finance Director

**Key Responsibilities:**

* Data entry of financial transactions in Quickbooks accounting software
* Review and approval of staff credit card transactions
* Reconciliation of accounts in Quickbooks accounting software
* Generation of reports in requested formats from various software sources
* Review of reports for accuracy
* File financial and related receipts and/or correspondence in proper filing electronically or physically and in

binders.

* Assist the Finance Director with general support in the areas of file management, data entry

and audit materials.

* Oversee the utilities credit card statement, locating and attaching all relevant receipts by the 15th of every month
* All other duties as assigned.

**Minimum Qualifications**

* Associate's degree or higher.
* 1-2 years of bookkeeping experience, preferably in Quickbooks
* Excellent time management skills, strong organizational skills, as well as an ability to meet deadlines.
* High attention to detail.
* Ability to be self-directed.
* Problem-solving and decision making skills
* Excellent communication written, oral, electronically.
* Pass a CYFD criminal background check.
* Clear driving record and valid driver’s license with no restrictions.
* Excellent interpersonal skills with the ability to effectively listen and offer solutions without passing judgment
* Ability to communicate in English, both verbally and in writing
* Ability to maintain highly confidential information in a professional manner
* Proficient in Quickbooks accounting software
* Proficient in Microsoft Office including Word and Excel, as well as Google Applications
* Skilled in standard office equipment (personal computer/laptop, phone with voicemail, fax, copier, etc.)
* Ability to work effectively with minimal supervision
* Ability to treat confidential information with appropriate discretion
* Familiarity with the social, cultural and economic make-up of New Mexico or service area and ability and willingness to work with diverse populations

**Equal Employment Opportunity:** The Mountain Center provides equal employment opportunities to all qualified individual without regard to race, color, religion, ancestry, national origin, age, sex, spousal affiliation, sexual orientation, gender identity, non-disqualifying physical or mental handicap or disability, or serious medical condition

**Americans with Disabilities Specifications: This position** requires long periods of sitting at a desk in front of a computer. Employees must have the ability to clearly communicate in person and on the telephone in the decibel range of normal conversation levels.

In addition this position requires the ability to lift 50 lb unassisted and assisted when over 75 lbs. In addition, this position requires excellent eye-hand coordination, the ability to hear normal conversations in situations that are noisy due to equipment noise, extensive walking, uneven ground, ability to climb, reaching, pulling and pushing 50 lbs and work at heights of 60 feet and or more.

**Work Environment:** Normal office environment and requires frequent setting at a desk and working on a computer.

**Equipment Used:** Personal computer and standard office equipment (phone with voicemail, fax, copier, scanner ten-key calculator).

**Job Responsibilities Notes:** The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. The Mountain Center may change the specific job duties with or without prior notice based on the needs of the organization.

| **ACKNOWLEDGEMENTS** |
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| **Creation Date: 1/09/2025 Revision Date:**  |
| **Employee: I have reviewed this job description with my supervisor and acknowledge receipt.**Signature: Date: |
| **Executive Director**Signature: Date: |

**The signed acknowledgement will be sent to Human Resources for inclusion in the personnel file.**