

Job Description Release Date: October 12, 2016

**Bookkeeper**  
The Gathering Place

We are a community of safety and hope where positive relationships, choice, and essential resources transform lives.

**Guiding Principles:**

- TGP serves women, children and transgender individuals who are experiencing homelessness or poverty.
- We believe in hope as an important change agent and hold that hope for everyone.
- We believe deeply in the power of community and continue working to develop it.
- Our key values include recognizing individual strengths, building respect and trust, and offering acceptance unconditionally.

This position reports to: Vice President of Internal Resources  
FLSA Exemption Status: Full-time, non-exempt

Department: Internal Resources

**General Purpose:**

The Bookkeeper is primarily responsible for performing the day-to-day accounting functions of the organization, including recording of all payables, recording and handling of all deposits, and weekly check generation. The Bookkeeper also works closely with VP of Internal Resources and the organization's outside accountant to ensure timely and accurate recording and reporting of the organization's financial information. Additionally, as a member of the Internal Resources Department, the Bookkeeper provides support to the team in meeting agency operational needs, as needed.

**Essential Duties/ Responsibilities:**

- Maintain records of routine accounting transactions
- Review invoices and process for payment weekly
- Prepare weekly payables report to assist the VP of Internal Resources with cash flow planning
- Prepare standard and recurring journal entries
- Check gift entries from The Raiser's Edge to ensure proper coding and posting to Financial Edge
- Prepare monthly invoices for government contracts
- Generate internal financial reports as requested, including monthly revenue reports and manager expense reports
- Perform balance sheet reconciliations, including reconciliation of receivables with Raiser's Edge
- Participate in annual audit, including preparation of materials for external auditors
- Assist the VP of Internal Resources with annual budgeting process
- Prepare biweekly payroll journal entries and make monthly payroll allocations for accrued payroll
- Maintain gift card inventory and record entries related to gift cards
- Maintain depreciation and prepaid expense spreadsheets
- Process all deposits and verify electronic bank transmittal
- Complete monthly bank reconciliations for review by outside accountant
- Provide bookkeeping support for Card Project, which includes providing technical assistance to Arts Program Manager around QuickBooks entry, reconciling QuickBooks and making aggregated entries into Financial Edge, and creating artist payment checks semi-monthly.
- Provide bookkeeping support for Art Restart, which includes keeping separate records and receivable accounts
- Prepare 1099-MISC forms annually

- Carry out responsibilities related to coordinating facilities-management and office management in partnership with departmental coworkers
- Other duties as assigned by supervisor

**Supervisory Duties:** None

**Job Qualifications:**

Knowledge, Skills and Ability

- Strong computer skills, including experience with spreadsheets, accounting software (such as QuickBooks or similar) and Microsoft Office applications
- Must be highly organized, detail oriented, and flexible
- Must be able to work independently and as part of a team
- Must be able to work well under pressure and meet deadlines
- Good communication skills
- High level of integrity and reliability

Education or Formal Training

- Understanding of generally accepted accounting principles (GAAP) as evidenced by college course work and/or 2 or more years accounting experience
- B.S. in accounting preferred

Experience:

- Minimum 2 years' experience processing accounts payable and/or accounts receivable
- Payroll clerk experience preferred
- Nonprofit and/or government accounting experience preferred
- Familiarity or experience with Blackbaud Financial Edge software preferred

Physical Activities: This position functions primarily in an office environment, with heavy keyboarding requirements.

**Five Key Attributes for Hiring at The Gathering Place:**

- Positive and willing to learn
- Collaborative
- Open-minded and committed to diversity
- Provider of excellent customer service
- Dedicated to mission

**Pay Range:** \$14.25 to \$16.25 hourly (depending on experience), plus benefits. The Gathering Place offers medical, dental, vision, and life insurance plans, a 403(b) retirement savings plan, generous paid time off (vacation, sick, and holiday time), and a long-term disability plan.

**To Apply:**

E-mail resume and cover letter to Julia Stewart, Vice President of Internal Resources, at [julia@tgpdenver.org](mailto:julia@tgpdenver.org)  
*No phone calls please.*

Position closing date: Open until filled.

*The Gathering Place is an equal opportunity employer and is committed to a policy of non-discrimination and equal opportunity for all qualified applicants without regard to race, color, gender, national origin, sexual orientation, religion, age, disability, gender variance, gender expression, marital status, citizenship, creed, ethnicity, veteran status, ancestry and any other protected classification. Applicants of any and all backgrounds are encouraged to apply.*