



Full Charge Bookkeeper

Full-Time/Exempt with Benefits

Grey Bears is seeking a Full Charge Bookkeeper responsible for all financial aspects of a multi-faceted, dynamic nonprofit organization. Responsibilities include maintaining records, budgets, grant administration, preparing financial statements, and annual audit.

Minimum Qualifications:

- Comprehensive knowledge and exceptional competence in both the technical and practical skills of accounting, including grants, budgets and multiple department financial tracking.
- Demonstrated bookkeeping and analytical skills: accounts receivable and payable, general ledger, preparation of financial statements, payroll and payroll tax reports, and sales tax reports.
- Knowledge of Quick Books Enterprise, Excel, and excellent communication skills are essential.

Experience, Responsibilities and Activities

- Disburses, records and reports income and outlay of funds.
- Maintains appropriate journals, ledgers and supporting work papers, including inventory of fixed assets.
- Prepares monthly and periodic financial statements and reports.
- Prepares budgets and financial reports for grants and contracts.
- Oversees payroll service, maintains employee time sheets and records of sick and vacation time.
- Submits monthly requests for expense reimbursement to multiple granting sources and prepares required reports, meeting source deadlines.
- Custodian of petty cash.
- Acts as administrator for 403b retirement plan, including employee payroll deferrals, Safe Harbor provision for matching contributions, and annual plan audit.
- Provides electronic copies of required items to CPA for annual organization audit.
- Develops annual budget, and provides budget versus actual quarterly, biannual and annual P&Ls.
- Manages bank account statements, deposits, balances and reconciliation.
- Cultivates effective working relationships with staff, Board of Directors, representatives of funding sources, creditors, and other community businesses.

Requirements

- BA, BS or Associate's degree in accounting or related field; Certified Bookkeeper designation preferred.

- Minimum of 3-5 years full charge bookkeeping with nonprofit experience a plus, including foundation grants and government contracts.
- Proficiency in Quickbooks Enterprise and ADP payroll system.
- Thorough knowledge of Windows-based MS Office programs including Excel.
- Advanced communication skills; communicate effectively at all levels of the organization with other staff, board, volunteers, customers and vendors.
- Invoicing, cash handling, internal controls and vendor management.

Knowledge, Skills and Abilities

- Highly-organized, detailed, efficient and productive.
- Strong service orientation, especially in working with seniors.
- Exceptional standards for quality, honesty and integrity.
- Willingness to take initiative to solve problems, learn and make improvements.
- Ability to use sound judgment and maintain confidentiality.

Relationships

- Supervises bookkeeping assistant; reports to the Executive Director and the Board of Directors Finance Committee.
- Works closely with department heads to establish ordering and invoice payment policies and procedures.

Work Environment and Physical Demands

- Ability to sit or stand in front of and operate a computer for extended periods of time.
- Ability to attend meetings and make occasional presentations to the Board of Directors.
- Ability to stand, bend, reach overhead, lift, carry or move objects of varying sizes.

Select candidates will be asked to complete a basic bookkeeping test.

Compensation

Starting salary of \$85,000 per year (\$40.86 per hour). This is a fulltime, exempt position, 40 hours/week with a generous benefits package including medical, dental, vision plans, vacation plus observed holidays, and a matching 403b retirement plan.

To apply, please send resume with cover letter to:

Executive Director, Grey Bears, 2710 Chanticleer Ave, Santa Cruz CA 95065

Email materials to: tim@greybears.org.

Grey Bears is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, sex, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties.

About Grey Bears

Grey Bears is a 501(c)(3) nonprofit community-based organization that promotes nutrition, activity and social connection as the perfect recipe for healthy aging. We deliver 2.5 million pounds of food and other services to seniors and families throughout Santa Cruz County each year. To support our programmatic work, we manage a variety of business enterprises focused on reuse and recycling. Grey Bears is supported by a volunteer workforce of more than 500 and significant in-kind and public support. For more information visit greybears.org.