

## **Bookkeeper**

This position is responsible for ensuring smooth daily operations of the financial management of the cooperative. The priority of this position is to ensure timely and accurate bookkeeping and effectively managing daily cash flows in regard to income and obligations. This position is 15-20 hrs./week.

### **1. Effectively manage all Accounts Receivable and Accounts Payable**

- a. Maintain positive relationships with our vendors and suppliers
- b. Create and send invoices (with approval from department leads) and collect payments from clients
- c. Pay all bills on time
- d. Coordinate with Project Manager on upcoming supplies and materials expenses.
- e. Trips to post office and other errands associated with the position.

### **2. Manage daily bookkeeping and cash flow**

- a. Collect, enter, file receipts
- b. Enter bank transactions to Quickbooks Online
- c. Run weekly financials on each Jobsite, in coordination with the project manager and Garden Care Manager
- d. Monthly reconciliation of Quickbooks
- e. Communicate regularly with clients, team leaders, and staff
- f. Maintain accurate and timely income statement, balance sheet, cash flow report
- g. Provide updated P&L's, w2's, and 1099's for Accountant for tax season.

### **3. Administer payroll**

- a. Collect all timesheets, gather and organize data for payroll
- b. Enter payroll records in Quickbooks
- c. Enter timesheet hours in Quickbooks
- d. Enter all new employees into the system
- e. Communicate with Payroll of new hires.

### **4. Oversee Payroll Questions with Human Resources**

- a. Answer phone calls and pass messages to staff
- b. Create and maintain personnel files, including w4's, 1099's, Employee Handbook, and Employment Agreements for all new hires.
- c. Keep client contact information up to date on the database, including entering new clients into the tracker and into Quickbooks
- d. Coordinate with Mariposa Management Team on cost analysis of additional projects (including tasks such as researching new health care options, or time reporting systems,etc.)

## **Skills & Experience**

- Proficient in QuickBooks (we use Quickbooks Online) and Microsoft Excel, Google Docs, Dropbox
- Ability to communicate effectively with supervisors and employees
- Ability to communicate effectively with vendors/suppliers
- Experience with working in a multicultural and diverse environment
- Ability to get along well with others
- Ability to manage time and keep teams on task