



Transitions Life Center & Community, Inc.
Payables Clerk/Bookkeeper
Job Description

Purpose

The bookkeeper is responsible for general bookkeeping; management of financial responsibilities for TLC; communication with members, parents/guardians, instructors, other staff, board members, committee members, vendors, and the community; and recordkeeping. He/she is accountable to the TLC Executive Director, the TLC Executive Committee, and the TLC Board of Directors. Position is a part-time (approximately 25 hours/wk).

Qualifications / Requirements

- A minimum of AA degree in business, accounting, communication or related degree
- Must work well with people and have good communication, writing and organizational skills.
- Must be computer literate and completely functional in Microsoft Word, Excel, Publisher, etc. QuickBooks experience preferred.
- Must have good public relations skills, be able to work independently and be able to function with a team.
- Must be well organized, flexible, exhibiting initiative and strong attention to detail.
- Must have reliable car and a valid FL driver's license; and willingness to travel, inside and outside county for business errands, meetings and any training programs.
- Must be able to exert 25 to 50 pounds of force occasionally, 15 to 25 pounds of force frequently, 10 to 20 pounds of force constantly to move objects, file boxes, cases of paper, supplies, etc.
- Must pass a Level 2 Background Screening upon hire and each year of employment.
- Must pass a drug screen upon hire and at any time, randomly, throughout employment.

Job Responsibilities

Under the direction of the TLC Board of Directors, Executive Committee and Executive Director:

- Appropriately use QuickBooks software in collaboration with external accounting services
- Input data for QuickBooks and Donor Software
- Create monthly invoices for member services
- Create and record purchase orders and receipts
- Make bank deposits
- Reconcile deposits weekly
- Manage billing and check requests for all outside services
- Maintain hard copy records of all purchase receipts
- Communicate effectively with members, instructors, other staff, and parents/guardians
- Answer phone and respond to mail/email as necessary
- Occasionally perform administrative assistant duties such as answering phones, taking minutes and responding to donors
- Assist with organizational aspects of fundraisers as needed
- Perform related duties as assigned

Salary-\$12.60/hr.