



Bookkeeper

The Community Foundation for Ocala/Marion is seeking a skilled Bookkeeper to assist in the daily aspects of maintaining financial records, including bank deposits, accounts payable, and accounts receivable. Ultimately, the Bookkeeper's responsibilities are to accurately record all day-to-day financial transactions for the organization. The ideal candidate has a strong understanding of accounting concepts and is familiar with QuickBooks online, Excel, Microsoft, and donor software.

Responsibilities

- Process all payments received and prepare bank deposit
- Manage and update daily transactions in donor software which includes creating substantiation letters for donations
- Process all accounts payable and fund account checks
- Prepare and manage all aspects of invoicing
- Prepare spreadsheets to assist in budgeting, month-end, and analyses
- Assist in annual audit
- Provide administrative support to the Director of Finance including filing, data entry, and other duties as needed
- Run errands a couple times a week

Qualifications

- High school diploma or equivalent
- Proven bookkeeping experience
- Solid understanding of basic bookkeeping and accounts payable/receivable principles
- Proven ability to calculate, post, and manage accounting figures and financial records
- Data entry skills along with a knack for numbers
- Hands-on experience with spreadsheets and proprietary software
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- High degree of accuracy and attention to detail
- Friendly and professional attitude
- Ability to handle sensitive information with confidentiality

Reporting & Other Details

This position reports to the Director of Finance and is a part-time 20-30 hours/week) with a starting salary between \$17 and \$21/hr. This position is a great opportunity to work with thousands of nonprofit organizations and make a meaningful impact to the Ocala/Marion County area.

Work location: In office, not remote or hybrid

To Apply

Send all resumes with a cover letter to the Community Foundation for Ocala/ Marion County at 324 SE 24th Street, Ocala, FL 34471 or email to Dawn Phelps at Dawn@ocalafoundation.org