



For Independent Living, Inc.

FREEDOM CENTER FOR INDEPENDENT LIVING

Job Description – Bookkeeper

Position Parameters:

This position is supervised by the Executive Director. Approved travel expenses are reimbursed, and benefits are provided according to Freedom Center for Independent Living's (FCIL) current Employee Handbook.

General Statement of Duties:

The Bookkeeper provides support to the Executive Director and the Finance Committee of the Board of Directors related to the fiscal management of the Center and is responsible for all bookkeeping and reporting duties of the organization, as listed below.

Position Overall Responsibilities:

Fiscal

Responsible for preparation, administration and maintenance of all FCIL financial processes to include:

- Banking
- Financial records for all Income Sources (Income Statement, Balance Sheet, Profit and Loss Ledger, SAMS Report, monthly Expenditure Report, Board Financial Statement and Board Treasurer's Report)
- Utilize an Indirect Cost Rate as approved
- Travel reimbursements
- Accounts payable and receivable and monthly reconciliation
- Monthly expenditure reports
- Provide input and guidance in the development of the annual agency budget

Reporting

- In conjunction with the Executive Director, develops fiscal reports for various funding sources in compliance with contractual agreements

- Prepares monthly financial reports for review and acceptance by the FICIL Board of Directors
- Prepares all requested and/or required information and reports for annual financial audit

Administrative

- Attends/participates in bi-weekly fiscal meeting with ED and chair of the Financial Committee of the Board
- Works closely with the Direct Service staff, the Executive Director and Board on development of the Annual Strategic Plan concerning the fiscal planning for the organization

Inventory

- Maintain complete and orderly office files for both inventory and supply replacement purposes
- Maintains a database of current equipment and inventory records for the annual audit, which will include date of item(s) date received, condition, date of disposal (as appropriate) with annual update
- Oversees and acknowledges donations received (both financial and material/services)

Specific Duties:

Daily

- Maintain calendar daily and report to the ED via email
- Check Profit and Loss Report for any discrepancy and take follow up action to resolve any outstanding matters such as uncashed checks for payments made
- Answer e-mails within 24 hours
- Work in cooperation with the Executive Director to complete duties as assigned

As needed

- Attend Board of Directors meeting as requested

Weekly

- Meet with Executive Director on a weekly basis providing an update of fiscal activities
- Weekly back-up of fiscal data base on computer
- Weekly Accounts Payable
- Weekly Deposits

Bi- Weekly

- Maintain all appropriate records and files and print all required documents
- Journal Entries for Payroll Adjustment
- Edit expenses for Payroll Fees
- Check each Grant Reports to make sure payroll is cost allocated

Monthly

- In conjunction with/ direction by the Executive Director
 - Generate Grant Reports
 - Complete SAMS Report to DHS Project Manager
- Independent completion of the following:
 - Journal Entries for Grant Receivable
 - Complete and submit Financial Report to Board
 - Generate Outcome Measure Report
 - Ensure Outcome Measure are completed and reported monthly
 - Monthly Back-Up
 - Assist with Inventory of Supplies
 - Place Supplies Order if needed
 - Submit monthly travel expense report
 - Complete Bank Reconciliation

Quarterly (under the direction of the Executive Director)

- Participate in the quarterly performance/file review
- Generate Worksheet & submit reports for outside FICIL grants
- Generate 704 Quarterly Report (FFR) & submit reports
- Generate Monthly and Quarterly Reports as needed
- Provide input for Budget Modification/Amendment

Annually

- Assist with resource development/annual fundraising activities
- Provide support for the Annual 704 Report/PPR
- Final Reconciliation & submit reconciliation
- Provide input for the development of the agency annual budget
- Prepare for annual audit
- Complete the Single Point of Contact (SPOC) application
- Annual Performance Review with Executive Director

New projects

- Assigned annually based on FICIL Strategic Plan needs

Suggested Schedule of Activities:

Financial Reporting	40%
Compliance Plan	30%
Reporting time	20%
Meeting time	10%

*Times and percentages are approximate

Minimum Qualifications:

- Associates degree in bookkeeping and/or accounting or minimum of five (5) years prior bookkeeping experience, bachelor's degree preferred
- Excellent knowledge of Quick Books Premier for Not for Profit and Grant funding
- Working knowledge of Excel programs
- Experience working with state and federal grants
- An aptitude for skilled organization and paying attention to details
- Self-starter, able to work independently without direct supervision
- Ability to problem solve in financial issues
- Able to prioritize duties to meet deadlines
- Willingness to travel for professional development training, if required
- Must pass a criminal background check

Special Consideration given to candidates with:

- In-depth knowledge of disability rights and issues
- Personal experience with a disability and/or working with persons with disabilities
- Keen understanding of the Independent Living Philosophy and a vision for seeing it for all persons in our communities

Other Requirements:

- Valid Delaware driver's license or State of Delaware ID
- Reliable transportation available daily
- Successful completion of a background check
- Presentation or demo during the interview

Operational Responsibility:

- Must be able to operate computers
- Must have a valid Driver License or State of Delaware ID
- Must be willing to work weekends, evenings if the need arises
- Must communicate effectively and provide high level of customer service
- Must be able to work independently and with team
- Must have constant reliable transportation available at all times
- Must be able to work overtime as assigned
- Perform duties assigned

Position requirements may change as legislation or regulation impact FICIL's contract.

Benefits:

Employee benefits are available to all permanent FICIL team members. Benefits differ for full- and part-time staff; a specific list of benefits is available to invited candidates during the hiring process

Salary based on experience and qualifications and negotiated hours of employment.

FICIL is an EQUAL OPPORTUNITY EMPLOYER that recruits and hires qualified candidates without regard to race, religion, sex, sex orientation, age, national origin, ancestry, citizenship, disability or veteran status.