

The SEPP Group, Inc.
Job Description

Position: Bookkeeper

Reports to: Director of Finance

Hours: Monday thru Friday - 8am to 4pm.

Position Summary: Responsible for maintaining the books and records of several not-for-profit entities, including but not limited to: General Ledgers, Receivables and Payables, Financial Statement Preparation, Operational Analyses, Cash Management and Payroll Maintenance.

Essential Duties and Responsibilities:

- Responsible for maintaining books and records of several non-profit entities
- Responsible for recording rent payments
- Prepare and process checks
- Responsible for maintaining cash balances on a daily basis
- Responsible for preparing and depositing funds.

Additional Responsibilities:

Monthly:

- Responsible for financial oversight on laundry and vending business.
- Preparation of bank reconciliations for all bank accounts.
- Analyzes information and options by developing spreadsheet reports
- Reconcile Laundry & Vending Machine Collection: Coin Counting Machine

Annually:

- Preparation of year-end 1096/1099 documents.

Skills and Attributes:

- Strong organizational skills.
- Ability to set and meet deadlines.
- Precision and accuracy with respect to financial statement preparation.
- Ability to multi-task.
- Experience with payroll.

Education/Training/Experience:

- Associate's degree required
- Proficient experience in QuickBooks and Excel
- Prior bookkeeping and financial statement preparation experience
- Payroll experience desirable