

JOB DESCRIPTION

TITLE: Office Assistant/Bookkeeper (part time)

REPORTS TO: Executive Director

Main Areas of Responsibility

The Office Assistant and Bookkeeper position is responsible for providing office support, clerical and daily bookkeeping tasks and donor database maintenance to ensure Partners Advancing Student Success adheres to best practices and requirements for non-profit business operations and reporting. Confidentiality, efficient time management, excellent organizational skills, and attention to accuracy are essential qualifications for this position, as is the ability to communicate clearly.

Job Responsibilities:

- Responsible for essential tasks relating to Accounts Payable and Accounts Receivable as directed by the Executive Director and in accordance with PASS' accounting policies and procedures.
- Responsible for maintaining the general ledger in QuickBooks.
- Provide information to the external accountant in a timely manner for the completion of tax filings and reviews.
- Responsible for annual 1099 filing
- Maintain an accurate and organized file system.
- Prepare report data for the Executive Director to ensure timely compliance with local, state, and federal government reporting requirements.
- Maintain donor database and assist with donor mailings and communication including donor acknowledgment letters.
- Provide clerical and administrative support to the Executive Director as requested.
- Prepare and mail all donor acknowledgment letters for tax purposes (including in-kind donations).
- Assist with Ladies Night Out Fundraising Event.

Education, Experience, and Qualifications:

- Bachelor's degree in accounting, finance, or related field preferred.
- Previous bookkeeping experience required.
- Strong knowledge of Microsoft Excel and QuickBooks.
- Experience using donor management software, Little Green Light is a plus.
- Computer proficiency in Microsoft Word.
- A basic understanding of non-profit business operations.
- Excellent written and verbal communication skills.
- Perform job responsibilities in an efficient and timely fashion.
- A high degree of attention to detail, accuracy, and organization.
- Displays knowledge of ethical principles and compliance issues in an accounting setting.