



## **VACANCY ANNOUNCEMENT**

**Position Title: Bookkeeper**

**Status:** Full-time, exempt

**Reports To:** Controller

**Location:** Corporate, Millersville, MD

**External Posting Date:** May 19, 2020

**Closing Date:** Until filled

### **ORGANIZATION**

Anne Arundel Workforce Development Corporation, (AAWDC) is a nationally recognized, innovative workforce development that provides high-quality workforce development services to drive purposeful change in Anne Arundel County and across Maryland. AAWDC is the bridge between understanding the workforce and talent development needs of local and regional businesses and preparing individuals to meet their full career potential. AAWDC's vision, mission, and core values are at the heart of the way the organization achieves success

### **General Summary/Purpose**

The Bookkeeper is an integral part is an essential member of the Finance Team. Works in a fast-paced environment, must be able to accept a structured work environment meet deadlines and work well under pressure. Assists the Controller with transactional and routine bookkeeping and accounting responsibilities including verifying, reviewing and reconciling bills and posting and documenting financial transactions.

### **Specific Duties & Responsibilities**

- Performs month end close:
- Prepares or reviews (depending on delegation to staff) various month end reconciliations.
- Reviews month end results verse prior year and budget for variance or abnormalities
- Ensures timely entry of financial data to prepare and deliver month end financials to the Controller by the 10th of the following month
- Record and manage all A/P and A/R
- Receives bills and reviews for accuracy, disputes inaccurate charges, and processes approved bills for payment
- Matches up check payments to corresponding bill(s) and mails payments to appropriate payment address
- Receives and posts payments and works to resolve any discrepancies in a timely manner
- Prepares and makes bank deposits and records deposits into QuickBooks/Sage
- Receives expense receipts and processes reimbursements
- Maintains accurate and up-to-date financial reports and supporting records using organized file system
- Keeps chart of accounts and customer/vendor lists accurate and up-to-date
- Assists with annual budget preparation and forecasting as needed.
- Strives for continual improvement in accounting and transactional processes.
- Assists with other duties or special projects as assigned by Controller.



- Meticulously keep Accurate records of financial transactions and maintain general ledger
- Input in QuickBooks/Sage Biweekly payroll for all employees
- Complete Bank and Credit Card reconciliation
- Manage office supplies

### **Minimum Qualifications**

- Minimum- Associates degree in accounting or related discipline (*Bachelor's Degree Preferred*)
- *Minimum - 3 yrs experience as a Bookkeeper (REQUIRED)*
- Minimum of 3-5 years combined experience in Nonprofit accounting, related industry accounting, (**REQUIRED**) or both Computer literate with proficiency in **QuickBooks**, Sages Intacct, MS Office applications, Internet Explorer, and Windows.
- Knowledge of accounting principles, with strong analytical and organizational skills
- Keen attention to detail and thorough investigative skills
- Excellent interpersonal and communication skills (both written and verbal)
- Ability to multi-task and take initiative to identify outstanding tasks and see them through to completion
- **Special Knowledge, Skills And Abilities**
- Excellent communication skills
- Ability to assist/train co-workers
- Knowledge of Microsoft Office Suite
- Proficient problem-solving skills
- Ability to effectively adapt to change
- Ability to thrive and excel in a growth environment
- Ability to lead as well as work on a team

Anne Arundel Workforce Development Corporation is an equal opportunity employer, with a strong commitment to a diverse workforce. We encourage all qualified applicants to apply regardless of gender, age, color, national origin, disability, or any other protected characteristic.