



**Lakeside Legacy Foundation
Bookkeeper/Accounting Coordinator
Position**

TITLE: BOOKKEEPER/ACCOUNTING COORDINATOR

REPORTS TO: BUSINESS OFFICE MANAGER

FLSA CLASSIFICATION: Part Time Hourly

HOURS PER WEEK: 20 hours

EXPERIENCE & Education:

- 2-3 years accounting/bookkeeping experience-non-profit preferred
- Intermediate experience with Microsoft Office Suite
- Intermediate experience with QB and multi-accounts
- Solid analytical skills

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Process and record credit card payments
- Basic bookkeeping
- Record daily cash receipts and expenses into multiple accounts in QB
- Maintain proper accounting documentation
- Coordinate with ED and Office Manager to sign checks in a timely manner
- Enter employee payroll hours and process payroll
- Prepare journal entries
- Reconcile general ledger accounts for multiple accounts
- Support in answering phones
- Support/attend signature events and programs when needed
- Balance fixed assets
- Assist in implementing a paperless documentation system
- Prepare monthly financial reports to be reviewed by Office Manager
- Accounts payable, receivables and payroll processed on time
- Month-end close processed by 5th business day of the month

Applicants should email resume, cover letter, and completed Lakeside Arts Park application to:

lakesidelegacyartspark@gmail.com. The Lakeside Arts Park application can be located at:

www.Lakesideartspark.org under the "About" header tab.