



Executive Assistant/Bookkeeper Job Description

Last Update: June 20, 2021

Communities In Schools of the Permian Basin, Inc.

Reports To: Communities In Schools of the Permian Basin Executive Director

FLSA Status: Exempt

Job details

Job Type: Full-time

Number of hires for this role: 1

Full Job Description

The Executive Assistant/Bookkeeper position is responsible for providing office support, clerical, and daily bookkeeping tasks to ensure CISPB 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for essential tasks relating to Accounts Payable and Accounts Receivable as directed by the Executive Director and in accordance with CISPB's accounting policies and procedures.
- Responsible for maintaining the general ledger in QuickBooks.
- Maintain, reconcile, and report on the discretionary cash card accounts.
- Provide in a timely manner for the production of financial statements.
- 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.
- Provide clerical and administrative support to the Executive Director as requested.
- Check Inventory, order, and purchase office supplies as authorized by the Executive Director.
- Respond to questions and requests for information from grantors, reporting agencies, etc., as directed by the Executive Director.
- Answer incoming calls and other receptionist duties as requested by the Executive Director.

QUALIFICATIONS AND POSITION REQUIREMENTS: The individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of nonprofit bookkeeping and generally accepted accounting principles
- **QuickBooks and Excel expertise required.**
- A basic understanding of non-profit business operations
- Excellent written and verbal communication skills
- Ability to understand financial data, processes, and procedures
- Perform job responsibilities in an efficient and timely fashion.

- Computer proficiency in Microsoft Office Suite
- A high degree of attention to detail, accuracy, and organization
- Friendly and customer service oriented
- Basic understanding of GAAP.
- Computer skills.
- Ability to multitask.
- Excellent phone answering skills.
- Excellent work habits, organization, accuracy, attention to detail, and quality of work
- Good interpersonal skills
- Excellent verbal and written communication skills
- Belief in and commitment to helping at-risk students keep from dropping out of school

EDUCATION and/or EXPERIENCE:

- Associate's degree in accounting or business administration, or equivalent business experience (Bachelor's degree preferred)
- 5 years of bookkeeping experience.

CERTIFICATES, LICENCES and REGISTRATIONS:

- Valid Drivers' License and clean driving record.

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

PHYSICAL DEMANDS:

- While performing the duties of this job the employee is regularly required to sit; use hands to handle or feel objects or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee is occasionally required to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Please sign below to indicate that you have received this job description, you understand that the above will be used as a basis for minimum job performance evaluation, and you agree with the contents of this job description.

Signature: _____

Date: _____

Communities In Schools of the Permian Basin does not discriminate against applicants or employees on the basis of race, color, religion, sex, national origin, age, disability, or any other factor prohibited by applicable federal, state, or local laws. This policy applies to all employment decisions and actions, including but not limited to hiring, recruitment, training, placement, compensation, benefits, promotions, demotions, transfers, evaluations, layoffs, terminations, and rehires.