



CAMDEN COUNTY COUNCIL ON ECONOMIC OPPORTUNITY, Inc.

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JAMES WYNN
EXECUTIVE DIRECTOR

Bookkeeper for Nonprofit Organizations

Job Summary:

Under the general supervision of the Executive Director, the Nonprofit Bookkeeper provides support to the Finance and Accounting team, by assisting with managing accounts payable and receivable, assisting with financial planning, and performing tasks including but not limited to data entry, making deposits, writing checks, performing bank reconciliations, preparing financial reports, and other support tasks assigned. This position plays a crucial role in ensuring compliance with regulations and providing financial transparency.

Key Responsibilities:

- **Data Entry and Record Keeping:** Accurately record and organize all financial transactions, including income, expenses, and donations.
- **Accounts Payable and Receivable:** Process invoices, make payments, reconcile accounts, and manage accounts receivable.
- **Bank Reconciliation:** Accurately compare bank account balance records with balances reported on bank statements, identifying and resolving any discrepancies.
- **Budgeting and Financial Planning:** Assist with the creation and monitoring of budgets, tracking financial performance, and identifying potential issues.
- **Financial Reporting:** Generate financial reports, such as balance sheets, income statements, and cash flow statements, to provide insights into the organization's financial health.
- **Compliance and Legal Requirements:** Ensure compliance with relevant accounting standards and regulations for nonprofits.
- **Collaboration with Accountants:** Collaborate with external or internal accountants to provide information and support for financial reporting and analysis.
- **Fund Accounting:** Accurately track and manage nonprofit funds allocated for specific purposes.

Qualifications:

- Associate's degree in accounting, business administration, or related field preferred, or equivalent experience in a nonprofit setting. High school diploma or GED required.
- Strong analytical, problem-solving, and communication skills.
- Familiarity with accounting principles, generally accepted accounting principles (GAAP), and nonprofit accounting practices.
- Proficiency in bookkeeping software and other relevant computer programs.

Benefits: 403(b) Plan; Life, AD&D, Medical, Dental, Vision Insurances; Paid Holidays & Time Off; Retirement

Plan.

Job Type: Full-time, In Person, On-Site, Day Shift, 9am-4pm, Monday through Friday.

Compensation: \$TBD/Annually.

Interested in applying? Please submit your application at www.indeed.com. **We look forward to welcoming you!**