

## **Diabetes Youth Services (DYS)**

### **Position Description**

**Job Title:** Bookkeeper/Office Manager

**Reports to:** Executive Director

**Hours:** 18 hours/week with possible additional hours during busy times, schedule negotiable

#### **Purpose:**

Manage financial transactions and financial reports. The creation of financial transactions includes posting information to accounting software from such source documents as invoices to customers, cash receipts, and supplier invoices. The Bookkeeper/Office Manager also reconciles accounts to ensure their accuracy. Issues receipts and writes donor thank you notes. Work with outside firm on payroll and IRA transactions. Provide support to outside firm that conducts DYS financial review. Review yearly insurance renewal documents. Coordinate with outside firm on technology issues. Coordinate with program officer on donor, camp and email lists for consistency sake. Help manage camp registration including making sure we have all necessary documentation prior to camp.

#### **Specific Responsibilities:**

The responsibilities of this position will include (but not limited to):

1. Pay supplier invoices in a timely manner
2. Pay any debt as it comes due for payment
3. Issue invoices to customers
4. Ensure that receivables are collected promptly
5. Record cash receipts and make bank deposits
6. Issue receipts and write donor thank you notes
7. Conduct a monthly reconciliation of every bank account
8. Conduct periodic reconciliations of all accounts to ensure their accuracy
9. Issue financial statements
10. Provide information to the external accountant who creates the company's financial statements
11. Maintain an orderly accounting filing system
12. Maintain the chart of accounts
13. Maintain the annual budget
14. Calculate variances from the budget and report significant issues to management
15. Comply with local, state, and federal government reporting requirements
16. Process payroll in a timely manner
17. Purchase supplies and equipment as authorized by management
18. Monitor office supply levels and reorder as necessary
19. Provide clerical and administrative support as requested
20. Review yearly insurance renewal forms
21. Coordinate with outside firm when technology issues occur
22. Maintain and coordinate with program officer on donor, camp and email lists for consistency sake.
23. Help manage camp registration including making sure we have all necessary documentation prior to camp.
24. Maintain a professional demeanor, at all times, to ensure the DYS image and mission statement are upheld.

**Preferred Qualifications:**

- Associate's degree in accounting or business administration, or equivalent business experience
- Knowledge of bookkeeping and generally accepted accounting principles.
- Ability to maintain a high level of confidentiality
- Knowledge of Quickbooks preferred

Conditions of Employment:

- Criminal Record and Abuse Registry Check
- Drug Screening
- Valid Driver's License

Interested applications should submit a cover and resume to Linda Mays, DYS, 2100 W. Central Avenue, Suite 110, Toledo, OH 43606 or via email [linda@dys4kids.org](mailto:linda@dys4kids.org) no later than Wednesday, December 2, 2020.