

VOLUNTEER POSITION DESCRIPTION: Bookkeeper

SKILLS, EXPERIENCE AND ABILITIES

The volunteer in this position must be consumer oriented, possess excellent people skills, possess strong background in bookkeeping, good oral and written communication skills and be highly organized and capable of working in a fast changing work environment. Post-secondary level training highly desirable.

Hours: A minimum commitment of 4 hours per week is needed.

In addition, the following skills are desirable:

- experience with accounts receivable, accounts payable, payroll or general ledger maintenance
- excellent computer skills including knowledge of Quickbooks and Excel
- experience monitoring budgets
- capacity to handle multiple demands at one time and remain flexible
- capacity to work effectively and efficiently with minimal supervision

RESPONSIBILITIES AND DUTIES may include:

- assist with bookkeeping tasks including researching, coding and data entry for accounts payable, accounts receivable, general ledger
- preparation of financial and payroll reports
- assist with contracts and grants management and budgeting tasks
- collect timesheets and update excel spreadsheets that track leave for employees
- primary staff liaison with payroll service
- filing, copying

How to Apply: Send resume to: **Ronda Kogler, Children's Network, 2320 Courage Dr., Suite 107, Fairfield CA, 94533.** Email: fiscal@childnet.org or Fax : (707)421-6495.