



## Bookkeeper Job Description

**Position Summary:** Responsible for maintaining accurate financial records, helping ensure grant and contract compliance, and preparing financial statements and reports.

**Reports To:** CEO / Executive Director

### Key Responsibilities:

- **Financial Record Keeping:** Accurately record all financial transactions. Maintain organized financial files, following the organization's retention policy.
- **Accounts Payable:** Track invoices, communicate with vendors, process payments.
- **Accounts Receivable:** Prepare invoices, track payments, communicate with vendors.
- **Bank Reconciliation:** Reconcile bank and credit card accounts monthly.
- **Payroll:** Process bi-monthly payroll, including tracking of benefits.
- **Financial Reporting:** Prepare monthly/as needed financial reports.
- **Budget Management:** Track income/expenses against budget as part of the financial reporting process.
- **Grant Compliance:** Track expenditures and provide documentation for grant reports.
- **Audit Support:** Work closely with the independent audit firm and the Executive Director on preparation of the annual audits and 990 tax prep.
- **Data Management:** Maintain accurate vendor, customer, and member information as necessary to streamline processes.
- **Other:** Support organization's other operations, activities, programs and events as needed.

### Qualifications:

- Bookkeeping experience. Preference given to those with extensive bookkeeping experience.
- Experience working in a nonprofit environment, with understanding of GAAP/nonprofit accounting principles.
- Experience with payroll, payroll taxes, employee benefits, etc.
- Basic human resource experience is a plus.
- Proficiency with QuickBooks Online or similar programs, CRM software, and MS Office Suite including Excel.
- Able to manage multiple deadlines and shifting priorities in a busy office environment.
- Possess excellent customer service and interpersonal skills.
- Successful as part of a dynamic team.
- Exceptional verbal and written communication skills.
- Excellent organizational skills with strong attention to detail.

**Education:** High school diploma or equivalent. An associate or bachelor's degree in accounting, is a plus.

**Experience:** Previous bookkeeping experience in an office environment required.

### Physical Demands, Licenses, and Certifications:

- Successful background check; valid Michigan driver's license.
- Able to lift 25 pounds and handle typical movements of a busy, people focused, activity driven workspace.
- CPR/AED certification or willingness to be certified at CSC expense.

### In Addition:

This position requires 25 hours a week Monday-Friday throughout the year, with some weekends and evenings for special events. The Chelsea Senior Center is an equal opportunity employer. Benefits include: Paid sick time, paid holidays, paid vacation time; flexible schedule.

**To Apply:** Submit cover letter and resume to Jennifer Smith by February 20, 2026. Via mail to Chelsea Senior Center, 512 Washington Street, Chelsea, MI 48118 or via email to [jsmith@chelseaseniors.org](mailto:jsmith@chelseaseniors.org).