



Job Description: Bookkeeper

Status: Full-time Exempt

Reports to: Director of Finance and Administration

Currently Supervises: N/A

Schedule: Mon-Fri. | 8:30am – 5pm

Work Location: In person.

Salary Range: \$50,000 – \$60,000

Our Mission

Lincoln Park Community Services (LPCS) brings communities together to empower individuals facing homelessness and poverty to secure stable housing and make sustainable life changes.

Job Summary

Reporting to the Director of Finance and Administration (Director), the Bookkeeper will be responsible for supporting the accounting functions of the organization. The Bookkeeper will be collaborative, detail-oriented, organized, and be a knowledgeable professional with a strong belief in LPCS's mission

Responsibilities

Accounts Payable and Accounts Receivable:

- Processing all accounts payable timely and accurately.
- Maintaining the vendor list and other structures as needed to ensure all liabilities are recorded and paid timely.
- Assuring all invoices and payments are correctly recorded in the accounting system.
- Utilizing LPCS policies to correctly allocate expenses to programs and funding sources.
- Preparing positive pay file for all checks processed.
- Following up on outstanding stale checks.
- Review all invoices and check requests submitted by staff for accuracy; assure all expenses are appropriate, and fully documented.
- Processing monthly credit card statements and working with card holders to complete expense reports and obtain back up for all transactions.
- Providing reports to Director on outstanding payables.

Revenue and Accounts Receivable:

- Recording cash receipts for private donations and other incoming funding.
- Completed physical and remote deposit of checks and other revenue as directed by Director.
- Booking receivables for LPCS government grants and private multi-year grants in accounting system.
- Accurately applying payments to receivables in the accounting system and following up on outstanding receivables when needed.
- Supporting the reconciliation of private revenue between Finance's accounting system and the Development department's fundraising software.

General Ledger Entries and Reconciliation

- Posting monthly reoccurring journal entries.
- Reconciling prepaid accounts, accrued expenses, and other balance sheet accounts as directed.
- Assist the Director of Finance & Administration in monthly, quarterly and annual close out of financials.

Vouchering / Grant Management

- Supporting the Director of Finance in the preparation of monthly vouchers for LPCS's government grants.
- Gathering all required back up for voucher submission.
- Supporting the preparation for funder audits, including gathering back up to substantiate all expenses vouchered.

Annual Audit and Other Duties

- Assist with the preparation of financial statements.
- Support Director in the management of cash flow.
- Work in partnership with Director and other departments to prepare for LPCS's annual audit.
- Ensure compliance with financial policies and internal controls, regulations, and Generally Accepted Accounting Principles (GAAP).
- Assist with the audit of financial transactions and documents, maintaining high accuracy and detail in all aspects of accounting and financial reporting.
- Respond to communication from vendors, staff, funders and other stakeholders timely and in a professional manner.
- Demonstrate strong ethical principles to ensure the confidentiality and integrity of financial data.

- Capacity to identify and resolve issues efficiently and effectively, with flexibility to adapt to changes and manage multiple tasks simultaneously.

Qualifications

- Associates Degree in Accounting or equivalent experience required.
- Minimum of 1-2 years of experience in bookkeeping or accounting role.
- Strong excel skills, including pivot tables and vlookups, required.
- Ability to consistently demonstrate strong attention to detail and organization.
- Hands-on experience using accounting software applications in a professional setting required; FundEZ experience preferred.
- Experience working in the nonprofit sector preferred.
- Excellent verbal and written communication skills.
- Commitment to improving the life experiences and outcomes for our neighbors experiencing homelessness.
- Interest in and ability to contribute to an environment of inclusion and belonging through experience, knowledge, and skills.
- Ability to work well both independently and within a team.

Equal Employment Opportunity Statement

Lincoln Park Community Services (LPCS) is an equal opportunity employer. LPCS does not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law. All aspects of employment including the decision to hire, promote, discipline, or discharge will be based on merit, competence, performance, and organizational needs. Our goal is to be a diverse workforce that is representative of those we serve.

Other Considerations

NOTE: *This job description is not intended to be all inclusive and employees may perform other duties as assigned.*

Benefits

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance