

JOB TITLE: Bookkeeper Assistant
DEPARTMENT: Admin
JOB RELATIONSHIPS:
DEPARTMENT HEAD: Office Manager/Bookkeeper
Overseen/SUPERVISED BY:
DIRECTLY Supervises/OVERSEES: N/A
STATUS: Hourly/Non-Exempt

POSITION SUMMARY

The Bookkeeper Assistant plays a key support role for all agency administration and management functions. This includes but is not limited to bookkeeping and office management support functions.

QUALIFICATIONS

A. EDUCATION AND EXPERIENCE

1. A minimum of a high school diploma, GED, or suitable combination of experience and education.
2. A minimum of three successful years of progressively responsible experience, (light) bookkeeping and payroll support.

B. KNOWLEDGE, SKILLS, ABILITIES

1. High degree of personal organization.
2. Ability to provide basic accounting support.
3. Ability to work with QuickBooks, Excel, Microsoft Office applications, Outlook, and other standard office software applications.
4. Prior experience with AP/AR.
5. High level of communication skills.

C. OTHER

1. Must be able to pass Criminal History Check.
2. Must be able to pass pre-employment drug testing.
3. Must Have valid ODL and auto insurance with good driving record.
4. Must pass functional capacity testing standards with or without accommodation.
5. Be at least 18 years of age.

ESSENTIAL DUTIES AND RESPONSIBILITIES

A. BOOKKEEPING/OFFICE MANAGER SUPPORT FUNCTIONS

1. Process client payroll.
2. Run and distribute various reports to management and other staff.
3. Will perform other bookkeeping support and reporting functions as requested.

B. CLIENT SERVICES BILLING/MONITORING

1. Will process and complete all state client billing processes for agency client services and monitor payment and communicate issues as needed with appropriate agency staff or others.

C. REPORTING

1. Will perform regular reporting activities including but not limited to: social security reporting, submission of workers comp. claims, annual OSHA postings/reports,

employment reports, and other reporting as requested.

D. **GRANT ADMINISTRATION**

1. Will assist with the administration of transportation grants which will include financial tracking, quarterly grant reports, and as necessary liaison with others associated with transportation grants.
2. Will assist with the administration of other grants as requested.

E. **RECORDS MANAGEMENT**

1. Will assist with administrative office filing processes as requested.

F. **OTHER DUTIES**

1. Other special projects as requested.

JOB CONTACTS

1. Primary job contacts will be with agency administration and management.
2. Contacts across agency programs in support of employees as requested.
3. Contacts with various outside parties for needs relevant to this position. Examples include but are not limited: to grant sources, state funding sources, etc.
4. Contacts with Marie Mills Center and the Marie Mills Foundation boards.
5. Contacts with those served by Marie Mills Center and family members/care providers as requested.
6. Other contacts for special projects as requested.

WORKING CONDITIONS

1. A fast-paced, meticulous and deadline driven position.
2. Occasional travel required locally to various agency service sites as needed.
3. Occasional local travel in support of agency as needed.
4. Occasional overtime.
5. As needed, occasional travel outside of Tillamook County (example – training)
6. Occasional agency events after traditional work hours/days.

Signature

Date