

Trumbull Community Action Program

Job Description

Title of Position: Bookkeeper
Responsible To: Chief Financial Officer
Employee Type: Hourly

General Summary of Position:

The Bookkeeper is a member of the Finance Department and is generally responsible for all related bookkeeping activities in accordance with general accounting principles for all grant-funded and other programs and funds as assigned.

Primary Duties and Responsibilities of the Position:

- Assists the Chief Financial Officer in the maintenance of an accurate financial system for the agency.
- Initiates all program disbursement documents based on invoices, pending purchase orders, or other documentation as required on a weekly, monthly, or as needed basis.
- Assists in the completion of all financial reports, summaries, requests for reimbursements, invoices, or other funding source reports as required.
- Develops, maintains, and monitors agency vouchers for designated programs.
- Maintains the Finance Department's records and filing system.
- Maintaining strict adherence to TCAP Code of Conduct and TCAP Policies and Procedures including being a Mandated Reporter.

Secondary Duties and Responsibilities of the Position:

- Maintain a current and detailed understanding of TCAP Personnel Policies and TCAP Financial Procedures.
- Posts all expenses and/or disbursements into appropriate agency ledgers on a weekly or as needed basis.
- Assists agency management in short-term and longer-term expenditure analyses, and other functions as requested or required.
- Assists in providing monthly expenditure totals and summaries to facilitate monthly ledger close-out requirements.
- Prints all Purchase Request Forms.
- Attends additional training, seminars, and workshops related to duties as requested.
- Assist in the recruitment and registration of potential Head Start program participants county wide.
- Other duties as assigned by agency management in fulfillment of the goals and mission of TCAP.

Qualifications:

- Must have a high school diploma or equivalent and at least one (1) year of additional training in accounting, bookkeeping, or business management. A degree in Business and Accounting or related field and related experience preferred.
- Experience in non-profit organizations preferred.
- Experience with 990 Tax Accounting preferred.
- Experience with GMS preferred.

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- Must be able and committed to continuous strict adherence to TCAP's Confidentiality Policy and confidentiality guidelines in accordance with The Head Start Performance Standards and other pertinent regulations.
- Must be proficient in general computer functions such as but not limited to Microsoft Office Suite.
- Must be extremely proficient in using Microsoft Excel.
- Must be extremely proficient in basic math including percentages, fractions, and decimals.
- Must have knowledge of Generally Accepted Accounting Practices and standard banking practices.
- Must have excellent verbal and written communication skills.
- Must be able to work without direct supervision, with initiative, self-discipline, and accountability.
- Must be able to remain organized and flexible.
- Must have excellent attendance.
- Must always adhere to TCAP's Standard of Conduct and TCAP Code of Ethics.
- Must be able to lift at least twenty (20) pounds.
- Must possess a valid Ohio Driver's License, show proof of insurance, reliable transportation, good driving record, and able to pass pre-employment background checks, and pre-employment and random drug screenings.

Salary and Benefits:

Salary range is contingent upon experience and available funding. Benefits including hospitalization and agency pension plan are also available after required waiting periods.

I have read and understand the above job description. I attest that I am able to perform these essential job functions, I understand my status and duties as a Mandated Reporter, and that I meet the requirements of this position. I further agree to satisfy the expectations of the position. I understand that I am expected to be in regular attendance at work. My signature confirms that I agree to abide by the terms of this job description.

Printed Name

Signature

Date