

**Boys & Girls Clubs of Greater Kalamazoo**  
**JOB DESCRIPTION**

**Position Title:** Bookkeeper/Finance  
**Department:** Administration  
**Reports to:** Chief Professional Officer

**Primary Function:**

Manages all financial functions including accounting, payroll, accounts receivable/payable; assists in developing budgets; maintains and develops statistical and financial reports; manages employee benefits, maintains all agency insurances; reconciles all bank and investment statements.

**Key Duties and Responsibilities:**

1. Establish and implement policies and procedures for all financial management functions, ensuring appropriate controls and compliance with generally accepted accounting practices.
2. Assist Chief Professional Officer, Director of Administration & Development and the Board of Directors to develop annual income and expense budget.
3. Provide timely reporting of financial results and recommendations for necessary actions to maintain the physical health of the Club.
4. Work closely with Club leadership to manage, analyze and interpret general ledger for all accounts; and manage the preparation and analysis of financial reports on a monthly and as-needed basis.
5. Oversee the process identifying and evaluating opportunities for improved financial operations, record keeping and reporting, working with external auditors to prepare and review audit schedules and annual report of audit findings.
6. Coordinate all Accounts Payable functions in a timely manner.
7. Assist in the preparation of the annual request to the United Way and annual report to Boys & Girls Clubs of America.
8. Keep in compliance with all federal reporting requirements.
9. Assist in the financial management of federal, state and local grants.
10. Assist in basic Human Resources including payroll and coordination of benefits.
11. Ensure the maintenance of financial records and record keeping systems, complying with record retention guidelines of state and federal mandates.

**Additional Responsibilities:**

- Assist, as needed, in managing basic office operations, including coordinating purchasing, maintaining office equipment and maintaining office supply inventory.
- Assist, as needed, with planning and implementation of special events, including fundraisers.
- Attend all required staff meetings and/or trainings.
- Display professional behavior in alignment with the Club Personnel Policy and Standards of Conduct.
- Maintain all certifications – camp, vehicles, Smart Moves, etc.
- Assume other duties as assigned.

**Skills and Knowledge Required:**

- Associates Degree in accounting, bookkeeping, office management or equivalent experience
- Strong written and verbal skills
- Experience in developing and controlling budgets and other accounting procedures
- Strong computer knowledge in spreadsheets and word processing systems
- Experience in basic Human Resource functions
- Demonstrated ability and aptitude in decision-making skills
- Demonstrated ability to work as a team

Please email your cover letter and resume to Rebecca Macleery at [rebeccam@bgckzoo.org](mailto:rebeccam@bgckzoo.org).