

# Join our team! Now hiring a Part Time Bookkeeper

For more than 100 years, Girl Scouts has helped girls develop the skills and confidence they need to succeed in every area of life. From the youngest Girl Scout to our graduating high school seniors, we believe in the power of every girl.

We are seeking a **BOOKKEEPER** who can support the Chief Operations Officer (COO) in the delivery of sound fiscal control and management of the council's financial stability and operation. She/he also provides oversight for general human resource personnel functions within the organization. We are on a mission to build girls of courage, confidence, and character who make the world a better place. The right candidate won't just be supporting a program, you will be providing a high-quality, girl-centered, and girl-led experience for tomorrow's leaders and change-makers right in your community.

## **JOB DUTIES**

- Processing the accounts payable including writing checks, getting proper authorization, filing invoices, and maintaining the vendor list
- Entering all general ledger entries into the accounting system, including the verifying and processing of all daily receipts, and general journal entries
- Preparing payroll bi-weekly and posting all payroll expenses to the appropriate benefit account
- Reconciling all organization bank accounts monthly within the first five (5) business days
- Administering monthly updated operating budgets; managing the accounts and all financial records; and preparing and issuing Board of Director financial statements and reports
- Overseeing all financial reporting activities, providing the CEO and GSSI's board of directors with accurate and up-to-date information on the financial activities of the council
- Ensuring that all council financial operations are carried out in compliance with local, state, federal, and not-for-profit regulations, guidelines, and laws
- Overseeing the administration and control of the accounting and treasury, safeguarding the council's assets to ensure financial transactions are timely, processed accurately, and recorded in keeping with accepted accounting standards and principles
- Preparing the general operating budget template and preparing the fiscal year with budget-approved account lines
- Supplying Girl Scouts of the USA all required financial reports
- Providing timely and accurate analysis of budgets, financial reports, and financial trends to assist the CEO, COO, and directors in decision-making and goal execution
- Preparing documentation and assisting with the financial and operational annual audit, identifying opportunities for improved efficiency, and supervising the implementation of improvements to internal controls and operating procedures
- Maintaining all organization's insurance policy information
- Benefits administration (open enrollment, additions, changes, terminations)
- Processing and tracking personnel Paid Time Off

## **JOB QUALIFICATIONS**

- Associate degree in accounting or finance preferred or three to five years' accounting experience a must
- Excellent computer capabilities (such as Microsoft Office and accounting software) and advanced math skills
- Proficiency with general ledger accounting, banking, cash management, accounts receivable, accounts payable, month-end journal entries and statements, payroll entries, interest, reconciliation, accruals, depreciation, allocations, year-end processes, collections, and reporting

- Ability to handle multiple projects simultaneously, prioritize work, and handle last minute demands appropriately
- A commitment to diversity and strong interpersonal skills and the ability to maintain effective working relationships with staff and volunteers from diverse backgrounds and all levels of the organization
- Ability to research, analyze, and interpret data
- Excellent organizational abilities with attention to detail
- Strong written, verbal communication, and interpersonal skills
- Knowledge of non-profit organization and administration a plus
- Excellent project management skills to enable departments to evaluate, make changes, and implement budgets in an effective and efficient manner
- Ability to analyze and present ideas to further the financial efforts of Girl Scouts
- Ability to teach and share common budgetary best practices with department heads to ensure effective budget management
- Ability to teach, define, and implement financial policy and procedure to all staff
- Ability to evaluate contracts
- Ability to minimize any and all financial risk to the organization

### **COMPENSATION & BENEFITS**

- \$16.00-\$17.00 per hour up to 20 hours per week, based on experience and skills
- A hybrid schedule permitting remote work may be possible, based on the individual.
- Benefits offered: Excellent PTO and Holiday package (includes major holidays and the week between Christmas and New Year's Off), 403b, Life Insurance policy, Long Term Disability and Dismemberment policy provided by organization

### **ORGANIZATION REQUIREMENTS**

- Belief in the mission and purpose of the Girl Scout movement and willingness to subscribe to principles expressed in the Girl Scout Promise and Law
- Valid driver's license &
- Access to reliable transportation
- Proof of insurance
- Background and credit check

### **TO APPLY**

Email your cover letter and resume to [jcottone@girlscouts-gssi.org](mailto:jcottone@girlscouts-gssi.org).

### **DISCLAIMER**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

### **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

Girl Scouts of Southwest Indiana is an equal employment employer. We will recruit, hire, train and promote persons in all jobs title without regard to age, color, disability, gender, gender identity, national or ethnic origin, race, religion, sexual orientation, or veteran status.

### **WE ARE GIRL SCOUTS**

Girl Scouts bring their dreams to life and work together to build a better world. Through programs from coast to coast, Girl Scouts of all backgrounds and abilities can be unapologetically themselves as they discover their strengths and rise to meet new challenges—whether they want to climb to the top of a tree or the top of their class, lace up their boots for a hike, advocate for climate justice, or make their first best friends. Backed by trusted adult volunteers, mentors, and millions of alums, Girl Scouts lead the way as they find their voices and make changes that affect the issues most important to them. To join us, volunteer, reconnect, or donate, visit [girlscouts-gssi.org](http://girlscouts-gssi.org).