



Position Title: Bookkeeper

Reports To: Director of Finance & Administrative Services

Status: Full-time/Non-Exempt

Broward Healthy Start Coalition, Inc., (Coalition) is a nonprofit 501(c) 3 corporation located in Fort Lauderdale, Florida that leads a cooperative community effort to reduce fetal and infant mortality and improve the health and developmental outcomes of infants, childbearing women, and their families in Broward County.

POSITION DESCRIPTION

The bookkeeper will assist the Director of Finance with the day-to-day operations of the accounting and administrative department. They will be able to perform accounts payable, receivables, billing, and journal entry posting for month end closing.

PRIMARY DUTIES

- **Accounts Receivable:** create monthly invoices for reimbursement requests, maintain funder records, and monthly reconciliation.
- **Accounts Payable:** Invoice entry, vendor records, accurate expense review and disclosure, timely payments and vendor statements with monthly reconciliation.
- Track grant expenditures and program drawdowns.
- Multi Bank and Credit Card reconciliation.
- Oversee petty cash requests and track distribution with the Director's approval.
- Reconcile petty cash.
- Upload scanned checks into accounting system weekly.
- Maintain required financial and business-related retention files.
- Reconciliation of all balance sheet accounts, review input accuracy, journal entries as needed.
- Perform all other related duties as assigned.

SERVICE EXCELLENCE

- Establish and maintain cooperative working relationships.
- Contribute to a positive work environment and positive employee relations by practicing healthy and respectful communication.
- Demonstrate commitment to maintaining Broward Healthy Start Coalition's high-quality service standards.
- Abide by all Broward Healthy Start Coalition policies and standards of conduct.

KNOWLEDGE, SKILLS AND REQUIREMENTS

Computer skills with proficiency in Microsoft Office (Excel, Word, Outlook) and internet. Excellent interpersonal skills with the ability to effectively interact with internal and external business partners.

Reporting Skills, Administrative Writing Skills, Managing Processes, Organization, Analyzing Information, Professionalism, Problem Solving, Inventory Control, and Verbal Communication skills.

Attention to detail.

Ability to meet deadlines.

Comfortable multi-tasking and prioritizing tasks without guidance.

Punctual with strong attendance history.

EDUCATIONAL REQUIREMENTS AND EXPERIENCE

An associate degree in accounting, Business Administration, or other related fields.

A minimum of 2 years' bookkeeping and accounting experience.

Proficient in the use of cloud-based accounting software-Blackbaud, as well as in Microsoft Office and related Windows technologies.

Experience working with diverse communities, organizations, and agencies.

PHYSICAL DEMANDS

Must be able to sit for an extended amount of time.

Must be able to bend and stoop.

Frequent use of keyboard and telephone.

Occasional lifting to 25 pounds.

SALARY

The salary range is \$41,000 - \$45,000 annually. The Coalition offers an attractive benefits package that includes paid health insurance, paid annual and sick leave, and employer contribution to 403B after the 90-day waiting period.

Broward Healthy Start Coalition, Inc. requires all new hires to pass a criminal background check prior to being hired. BHSC is an *Equal Opportunity Drug Free Work Place Employer.*