

POSITION AVAILABLE -- THE EDUCATION FUND SEEKS JR ACCOUNTANT/ BOOKKEEPER

Job Summary: The Bookkeeper/Jr. Accountant plays an important role in our organization, reports to the Director of Accounting and interacts with all of our staff to provide accounting support for our program activities.

About The Education Fund: The Education Fund was founded in 1985. For its entire history, The Education Fund has acted on the belief that the community begins with the quality of its public schools. By raising student achievement, particularly for children from financially disadvantaged homes, we raise the hopes and improve the future for entire families. By preparing and inspiring school leaders and teachers in public schools, we bring stability to our community. **Our staff works as a team to accomplish our mission:** To maximize every child's potential, to ensure every child graduates, and to provide every child with an opportunity for success.

Responsibilities include:

- Process all Purchase Orders (P.O.s) by reviewing P.O.s for accuracy, presenting P.O.s for approval, coding & entering transactions into accounting system, printing checks or creating ACH batch files, presenting checks for signature or ACH batches for approval and sending payments (if checks).
- Record cash receipts and make bank deposits as assigned
- Perform monthly reconciliations of bank accounts as assigned
- Look for ways to reduce supplier costs
- Ensure that pledges (receivables) are tracked and collected
- Ensure Accounts Payables are paid on time and correctly paid
- Provide information to accountant who creates the company's financial statements
- Assemble information for external auditors for the annual audit and for other donor- based audits
- Maintain an orderly accounting filing system
- Complete paperwork necessary to comply with local, state, and federal government reporting requirements
- Assist as needed with providing payroll information to payroll company
- Provide clerical and administrative support as requested

Desired Qualifications:

- Associate's or Bachelor's degree in accounting or another degree with several (3+) accounting courses OR 5 years work experience in accounting
- Knowledge of bookkeeping & generally accepted accounting principles
- Knowledge of accounting software or ability to learn software programs immediately
- Excellent knowledge of EXCEL and WORD (must have!)
- Very detail oriented & great organizational skills
- Good communications skills in English (Spanish or Haitian Creole a plus but not required)
- Interest in working in a non-profit setting (desire to work in organization that helps children)
- Willingness to do what it takes to get the job accomplished
- Willingness to participate in very occasional evening or Saturday events
- Preference given to candidates with a working knowledge of non-profit/Fund Accounting and the FundEZ accounting software package; however neither is required
- Knowledge of inventory systems is a plus
- Candidate must have their own transportation; Smoking is not allowed on premises
- Will consider candidates recently graduated from college with references from their accounting professor(s) or from others supervisors

Benefits/Salary: Range is \$50,000-\$60,000 depending on experience. This is the perfect position for someone who cares about the community and especially the students in our public schools. You will have the opportunity to work with a group of individuals who enjoy working together to improve our community. Additionally, The Education Fund is a very family and education friendly environment. In addition to salary, The Education provides benefits such as health insurance, vacation and sick leave and a 403b7 with an employer match. The Education Fund is an equal opportunity employer and a drug-free workplace.

If interested, send your resume to Yuri@educationfund.org with a copy to hr@educationfund.org