

Part Time Bookkeeper/Office Assistant
Medfield Afterschool Program
P O Box 18/17 Elm St.
Medfield, MA 02052

Reports to: Executive Director
Status: Non-Exempt

Education/Experience Requirements:

Completion of an Associate or Bachelor's degree in finance/accounting or business administration with an accounting concentration from an accredited college or university, related courses, and/or two (2) years of progressively responsible experience in accounting and/or operations

About MAP: The Medfield Afterschool Program, Inc. (MAP) is an established nonprofit, parent-based cooperative that provides quality care & enrichment to children in Jump Start through sixth grade. We provide high quality enrichment programs to children in the Medfield community. Through engaging programming, our dedicated teaching staff help children build a love of learning while having fun.

Summary Description:

This is a great opportunity for a sharp, independent individual looking to be a part of a dynamic team at a beloved local nonprofit. This position offers the right candidate flexible hours and a chance to work with amazing individuals who support the families in our before and after school program. The position is 20 hours per week for approximately 46 weeks (August-June). The Bookkeeper/Office Assistant will work closely with the Executive Director on a number of tasks related to day-to-day operations, including bookkeeping, some HR tasks, and office related responsibilities. Come help a wonderful organization run smoothly!

Responsibilities (*but not limited to*):

- Manage accounts receivables and invoicing
- Prepare and process accounts payables for timely processing to vendors
- Enter all accounting activity into QuickBooks Online general ledger accounting system, ensuring integrity of accounting system data
- Track and deposit cash receipts
- Process payroll and record time off accruals
- Maintain general ledger
- Prepare monthly financial reports
- Perform reconciliations of operating checking account at month-end and other necessary accounting tasks
- Set up personnel files, vendor files, etc.
- Assist in benefit management for employees (health, dental, FSA, etc.)
- Support the year-end audit processes by preparing documentation and schedules as needed
- Maintain paperwork and electronic files
- Keep up-to-date policies and procedures to increase efficiencies and document standard accounting procedures

- Own transportation available to go to the post office, bank, etc.. to pick up checks and make deposits

Qualifications:

- Experience with QuickBooks Online
- Proficient with Excel
- Detail-oriented with experience managing multiple priorities
- High level of self-motivation with an ability to work independently
- Positive attitude, professional demeanor and a sense of humor
- Trustworthiness and ability to keep strict confidentiality
- Interest in nonprofit finance is a plus

Physical Requirements

- Constant use of a computer and other office equipment, such as a calculator, adding machine, photocopier/scanner and phone/cell phone
- Able to remain in a stationary position for an extended period of time
- Must be able to exchange accurate information during frequent communication with staff, vendors and families regarding accounting processes/procedures

The physical requirements listed are not the exclusive standards of the position. Each employee will follow all other instructions and perform other related duties as may be required by his/her supervisor.

Benefits:

- Vacation & Sick Time
- Health & Dental Insurance (with employer paying a portion of the cost)
- Some Paid Holidays
- Flexible Benefit Plan & Dependent Care Reimbursement Account,
- TIAA Retirement Plan (Teacher's Insurance & Annuity Association)

A cover letter and resume can be sent to:

Annette Gallagher, Executive Director, annette.map@comcast.net