

Job Description



Position: Accounts Receivable Bookkeeper

Reports to: CEO

Summary: This is a part time position at about 20-25 hours per week in a beautiful office with a large window that overlooks a nature preserve. This person should have a calm and pleasant demeanor, be detail oriented, and enjoy working with caring and friendly people. Responsible for general support, entering client data and maintaining accurate records in QuickBooks, handling monthly billing and reports, and assisting with client intakes and fundraising events.

Skills and Abilities:

- Must have a strong foundation in word processing and QuickBooks. Knowledge of ACCESS and Sequel is a plus.
- Must honor and keep confidentiality.
- Proven track record of detail-oriented bookkeeping and accounting skills.
- Able to function under limited supervision in a fast-paced environment.
- Mature person able to work in variety of situations with clients, volunteers and donors.
- Excellent written and verbal communication skills.
- Self-motivated with excellent organizational and time management skills.

Essential Duties/Responsibilities:

- Maintain adequate financial records for each client.
- Handle invoicing process from beginning to end.
- Reconcile meal counts/billing with Title III funds.
- Prepare Sheboygan County Dept. of Human Services reports monthly.
- Prepare third party billing reports monthly.
- Maintain list of donations and provide reports as needed.
- Process all donations.
- Generate supporting data and required reports for annual audit.
- Serve as backup for Accounts Payable Bookkeeper.
- Keep daily backups of computer data.
- Keep CEO/Executive Director informed of any potential problems.
- Answer phone cordially and direct calls appropriately.
- Maintain the office area.
- May be required to perform tasks outside of job description when needed. This includes but is not limited to working on unscheduled days, long days, or offsite (rarely) at events.

Other Requirements:

- Support Meals On Wheels' mission, vision and values by exhibiting the following behaviors: integrity, compassion and commitment to our community.
- Must be accountable for actions.
- Show respect for all clients, volunteers, staff and donors.

- Maintain strict confidentiality of clients, donors and volunteers.
- Enjoy managing several projects at a time.
- Should be comfortable with new and evolving technology.

Minimum Qualifications:

- High School graduate or equivalent.
- College/Technical College graduate preferred.
- 3-5 years experience in general office work, especially computer and bookkeeping preferred.
- Working knowledge of standard office computer programs, design software and QuickBooks.
- Non-profit and/or volunteer experience preferred.

Hours:

Approximately 8:30 a.m.-1 p.m. Monday through Friday.

About Us: Since 1970 Meals On Wheels of Sheboygan County volunteers have been delivering meals to the homebound, disabled and elderly throughout Sheboygan County. In 2012, we began making our own meals from scratch and incorporating fresh, locally-grown produce. Our clients come first and deserve the best. As a leader in the industry, Fresh Meals On Wheels continues to set new benchmarks. Our employees are exemplary and are expected to maintain the highest of standards and excellence.

Fresh Meals On Wheels is an Equal Opportunity Employer.