



Bookkeeper/Office Manager Job Description

Organization Description:

The Education Foundation of Alachua County is a 501(c)3 organization located in Gainesville, FL our mission is to invest in the future of Alachua County Public School Students. The Education Foundation works closely with the Alachua County Public School district to create programming, which meets the needs of students and teachers in Alachua County. Currently, The Education Foundation has three main initiatives:

1. Senior Scholarship – A college scholarship program open to all high school seniors in Alachua County
2. Catalyst for Change – A competitive grant program available for teachers and schools awarding \$120,000 total per year for innovative projects.
3. Take Stock in Children – A scholarship and mentoring program working with low-income youth, we currently have 270 students in this program

Bookkeeper/Office Manager Job Overview:

Part time 20-25 hours per week

Responsible for all bookkeeping and financial recordkeeping of the Foundation. In addition, works closely with Executive Director and Program Director on programs and initiatives.

Specific Duties Include:

- Record receipts and disbursements for various programs and funds.
- Manage all aspects of daily/monthly finances using QuickBooks software.
- Reconcile bank and investment accounts monthly/quarterly as appropriate
- Reconcile and close month/year and prepare financial reports/analysis for Finance Committee.
- Present Financial Reports at Monthly Finance Committee and Board Meetings as requested.
- Human Resource functions including personnel records, employee benefits, on and offboarding, processing payroll including required tax payments and forms, and tax reporting including W-2 and 1099 preparation.
- Prepare all annual audit materials for accountants.
- Prepare annual budget with the Executive Director, Treasurer and Finance Committee.
- Prepare and submit quarterly affidavits for the Take Stock in Children program reimbursement.
- Assist with fundraising events, which may include managing silent auction, auction software, recording all donations, ticket sales and auction sales.

Personal Qualification and Skills Required:

- Proficient in QuickBooks
- Minimum 5 years bookkeeping experience
- Proficient in Microsoft Office and Excel including formulas
- Understanding of Non-Profit accounting, journal entries, and accounting principles
- Experience in working in multi-fund accounting, including experience tracking and reporting financial data for multiple grant funders – preferred
- Possess a working knowledge of investments
- High degree of accuracy and detail oriented with ability to recognize anomalies
- Strong written and oral communication skills
- Organized and self-motivated
- Good time management and ability to meet deadlines
- Nonprofit administration

Education: Bachelor's degree preferred, comparable work experience may be considered in place of education.