



Bookkeeper

Downtown South Bend, Inc. (DTSB) seeks a highly motivated professional to fill the position of Bookkeeper. Minimum qualifications include a college degree, preferably in accounting or business field. Advanced accounting or bookkeeping experience and QuickBooks proficiency required. The most qualified candidates are committed to the advancement of downtown South Bend, pay acute attention to detail, and excel in a customer service setting.

The bookkeeper will be the primary individual responsible for managing the fiscal business of Downtown South Bend, Inc., including processing payables and receivables, journal entries, and customer invoicing. The position will be responsible for collecting receivables, running financial reports, and properly inputting account information. Similar to all positions at DTSB, the bookkeeper may have general office responsibilities.

A list of specific job tasks follow this position description.

The DTSB Bookkeeper reports directly to the Executive Director and works closely with the DTSB Board of Directors Treasurer.

Schedule:

A consistent schedule to be mutually determined will involve 2-3 days of work per week (2-5 hours per day). Part Time, Nonexempt Position

Compensation:

Pay Rate: \$19/hour

Interested persons should apply before April 8, 2022, by providing resume and cover letter via email to: Willow Wetherall, Executive Director – jobs@downtownsouthbend.com. Please include the position title in subject line, as we are currently hiring for several positions at this time.

Incorporated in January 2002, Downtown South Bend, Inc. (DTSB) is a not-for-profit 501C (6) organization dedicated to the continued growth and prosperity of Downtown South Bend.

DTSB is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of the employee or applicant's sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age except by minimum age and retirement provisions, unless based upon a bona fide occupational qualification. Valid Indiana driver's license, criminal background check and drug screening required.

Downtown South Bend, Inc.
217 S. Michigan St.
South Bend, IN 46601
P: 574-282-1110
www.downtownsouthbend.com

SPECIFIC TASKS for DTSB BOOKKEEPER

ACCOUNTING DUTIES

- Enter Deposits into QuickBooks (assign accounts)
- Enter Payables into QuickBooks (cut checks & mail)
- Enter Manually Cut Checks into QuickBooks (assign accounts)
- Enter Debit Card Payments into QuickBooks (assign accounts)
- Enter Payroll Journal Entries (per employee, as provided by payroll company)
- Issue Invoices to customers (print, compile and mail)
- Properly close and reconcile every month
- Enter annual budgets, adjust as necessary
- Prepare 1099's
- Prepare paperwork for Auditors
- Print & File Payroll 941's
- Print & File 940's, W3's, W2's

PAYABLES

- Print invoices and prepare for processing
- Stamp invoices as received
- Assign accounts to standard payables, for approval by Executive Director
- Compile debit card receipts and prepare for processing
- Cut checks for signature by Executive Director
- Complete paid invoice records and file paid invoices

RECEIVABLES

- Work with customers on answering receivables questions
- Work to collect receivables in a timely matter
- Stamp checks as received from customers
- Report appropriate check receipts to various department heads
- File in A/R Folder for Weekly Deposits
- Work with Executive Director on Compiling Weekly Deposits
- Take Deposits to Bank
- Executive Director to Initial Deposit Slip and Receipt

REPORTING

- Bank Reconciliations
- Prepare Monthly Financial Statements (accrue payables/receivables if necessary)
 - Current Month P&L (Collapsed)
 - YTD P&L vs Budget (Collapsed)
 - Current Month Payables

- Current Month Receivables
- Balance Sheet Summary
- Customer Balance Summary (i.e. accounts receivables)
- Print Payroll Reports (file accordingly)
- Print Journal Entries for review by ED & Treasurer

CITY INVOICING

- Transfer outside invoices into required city formatting via MS Excel

DOWNTOWN DOLLARS

- Assist in processing and tracking Downtown Dollar Sales

MEETINGS

- Attend all quarterly DTSB Board Meetings to assist in financial presentations
- Attend weekly DTSB Staff Meetings as required
- Work with Treasurer and Auditors to ensure proper processes

OTHER

- Setup new accounting procedures and best practices as necessary
- May assist with other general office support as needed