



## **SARAH Foundation, Inc. Position Description**

**Position Title:** Bookkeeper

**Reports To:** Executive Director

**Position Status:** Part-Time (10-15 hours)

Founded in 1957, the SARAH agencies serve more than 1,500 local individuals with intellectual and other disabilities. Our programs and services include residential housing and support, day programs and recreational activities, transitional and employment services, respite care and birth-to-three early intervention services. SARAH's primary mission is to help individuals live fulfilling, productive and engaged lives within the community. The SARAH Foundation serves as the fundraising arm of SARAH and its primary purpose is to generate awareness and the critical resources needed to allow all three SARAH service agencies to continue providing quality programs and services to the community.

### **Position Summary:**

The Bookkeeper will oversee the Foundation's financial data and compliance by maintaining accurate books on accounts payable, receivable, payroll, and daily/weekly financial entries and reconciliations. Bookkeeper will perform regular accounting tasks such as monthly financial reporting, general ledger entries, and record payments and adjustments. The position will also assist with basic HR functions.

### **Role and Responsibility:**

- Manage all financial accounts for the SARAH Foundation and SARAH's Cupboard Thrift Shop.
- Process accounts payable and receivable and handle payroll with outside vendor in a timely manner for the SARAH Foundation and SARAH's Cupboard.
- Oversee bank account transfers. Verify transactions are recorded properly.
- Enter data, maintain records and create reports and financial statements using QuickBooks.
- Maintain records of financial transactions; posting transactions; ensure legal requirements compliance.
- Maintain and balance general ledger; reconciling entries.
- Comply with federal, state and local legal requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Prepare and file annual tax documents, including Form 1099, 1096 and 5500, as well as quarterly sales tax for SARAH's Cupboard.
- Prepare financial reports, attend and take minutes at monthly finance committee meetings.
- Report financial status to Executive Director on weekly and monthly basis.
- Prepare year end financials and assist external accounting firm with annual audit process.
- Assist Executive Director in preparation of annual budget and monthly tracking of progress towards budgeted revenue and expense goals.
- Oversee basic HR duties including, but not limited to, compliance, temporary disability insurance and worker's compensation filings.

**Education and Experience:**

- Proven bookkeeping experience
- Solid understanding of basic bookkeeping and accounting payable/receivable principles
- Proven ability to calculate, post and manage accounting figures and financial records
- Data entry skills along with a knack for numbers
- Hands-on experience with spreadsheets and QuickBooks software
- Proficiency in English and in MS Office
- Customer service orientation and negotiation skills
- High degree of accuracy and attention to detail
- Professional demeanor and ability to maintain confidentiality
- BS degree in Finance, Accounting or Business Administration

**Physical Requirements and Working Conditions:**

- Most working hours will be spent in a typical office environment. Must be able to operate computer for most of the workday with appropriate rest periods.
- Availability to work early mornings, evenings and weekends as required by Foundation activities.
- Valid Connecticut driver's license and reliable means of transportation.
- Ability to lift and carry up to thirty pounds is helpful but not essential.

To apply, send your resume and cover letter to Ken Alberti at [ken@sarahfoundation.org](mailto:ken@sarahfoundation.org) with "Bookkeeper" in the subject line. No phone calls please.

The SARAH Foundation is an Equal Opportunity Employer, does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability, nationality or sex.