



WFN Consulting Part-time Bookkeeper- Corporate Office

SUBMISSION DETAILS:

Interested applicants must submit a cover letter and resume to mail@wfnconsulting.com on or before 5:00 p.m. on **Friday, March 28, 2014**. Attachments should include the candidate's last name and the job title. **ABSOLUTELY NO PHONE CALLS.**

PRIMARY RESPONSIBILITIES:

Responsible for banking, accounting, accounts payable, accounts receivable, cash flow and financial reporting. Ensure the organization has systems and procedures in place to support effective program implementation and conduct financially sound audits.

DUTIES TO INCLUDE, BUT NOT LIMITED TO:

1. Oversee all accounts, ledgers, and reporting systems, ensuring compliance with appropriate GAAP standards and regulatory requirements.
2. Maintain internal control and safeguard all assets and communicate with executive staff any issues or concerns regarding cash, property, security or internal controls.
3. Prepares accurate and timely financial statements and reports for President and CEO, and external reporting agencies. Prepares timely reconciliations on all bank accounts.
4. Maintain daily balance of cash available in the operating and payroll accounts. Prepares forecasts and advises President and CEO of potential shortfalls in cash.
5. Prepares all billing for clients; includes contracted legacy clients and project-based clients.
6. Projects and monitors cash flow; ensuring cash balances are adequate to meet all payroll and vendor obligations timely.
7. Prepares and maintains annual budget.
8. Coordinates annual external audit.
9. Familiarity with grant management.
10. Process all invoices for payment according to established policies and procedures.
11. Maintain vendor payable and correspondence files.
12. Other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's Degree from an accredited College or University in accounting or related field.
- Minimum three years accounting and management experience.
- **Experience with personal computers, Excel, QuickBooks Premier required.**
- Good verbal and written communication skills.
- Knowledge of accounting principles and techniques.
- Excellent writing skills and exposure to grants management a plus.
- Excellent organizational skills and the ability to prioritize multiple tasks.
- Ability to interpret and follow federal and state regulations as necessary.

COMPENSATION:

Part-time non-exempt position, hourly rate determined by education and experience.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 5 pounds. Specific abilities required by this job include close vision work applied to the development of spreadsheets and data entry. While performing the duties of this job, the employee is regularly required to sit; use hands; reach with hands, organize files that may require stooping and/or bending and telephone work. The employee is frequently required to stand; and walk approximately two to three blocks to make deposits.