



## **Bookkeeper**

The Morris Educational Foundation (MEF) is a non-profit organization dedicated to providing financial and other resources to and for the Morris School District for enrichment programs and other projects aimed at enhancing the quality of education and educational opportunities for students and families in the district.

The Bookkeeper performs all tasks related to the MEF's day-to-day financial record keeping and transactions and has advanced experience with QuickBooks and knowledge of non-profit legal requirements for compliance.

The Bookkeeper reports to the Executive Director. This position works directly with the Treasurer, the Executive Director, the Administrative and Program Coordinator, Committee Chairs (Fundraising and Scholarships in particular), and other staff and volunteers and supports the bookkeeping and accounting duties of all Foundation grants, programs, special events, campaigns, and scholarships (including but not limited to Parent Education, Tutoring, Morristown Onstage, Teacher Tributes, Senior Signs, Graduation Ad, Friends Campaign, classroom grants, community grants, CAMP Night, CAMP Out.) The Bookkeeper is a part-time, contracted position of 8 hours per week.

### **Job Functions:**

- Receive all cash, checks, and online payments.
- Deposit checks or transfer funds into appropriate accounts.
- Make payments via check and bill pay online.
- Maintain all records in Quickbooks software, assigning each transaction to the proper account.
- Prepare checks for Treasurer or Chair signature.
- Balance all accounts including checking account and investment accounts and work with Executive Director to reconcile accounts.
- Keep detailed records of all grants awarded and track budget and payments.
- Keep detailed records of all scholarships and track all payments to schools.
- Work with accountant to calculate to prepare Form 990.
- Assist Executive Director and Treasurer with budget preparation and audits.
- Produce reports, such as balance sheets, income statements, and totals by account.
- Contribute to team effort by accomplishing related results as needed.

**Job Requirements**

- At least two years bookkeeping experience
- Solid understanding of bookkeeping and accounting payable/receivable principles
- Proven ability to calculate, post and manage accounting figures and financial records
- High degree of accuracy, attention to detail, thoroughness, and confidentiality
- Knowledge of generally accepted accounting principles, procedures, and regulatory requirements
- Advanced knowledge of Quickbooks and Excel software
- Ability to prioritize work tasks to meet deadlines
- Communication skills to effectively with MEF staff and Board of Trustees