



ASSISTING
ALL AGES AT
ALL STAGES

Job Announcement: Bookkeeper

Reports To: Financial Director

FLSA Status: Full Time **Temporary Contract** Non – Exempt – Temporary Assignment for 10 Weeks

Department: Fiscal

Location: Alabaster, AL

Agency Summary -

M4A works in cooperation with local governments, organizations and individuals as the leading advocate and focal point of services for older individuals and their caregivers in the M4A region. As the Area Agency on Aging, M4A monitors and evaluate small policies, programs, hearings, levies and community actions which will affect older individuals. M4A is responsible for the development of an Area Plan and follow all guidelines as set forth by the Older Americans Act and the Alabama Department of Senior Services. M4A advocates for Federal, State, Local and Private Funds for the development and implementation of adequate programs and resources for older individuals and their caregivers.

Job Description – Overall assistance to Fiscal Department. Basic accounting duties, deposits and cash control, monthly contractor activity documentation and assist with annual monitoring, back-up for the completion of payroll and accounts payable activities and filing for Fiscal Department.

Essential Duties and Responsibilities:

- Providing accounting and clerical assistance to the accounting department.
- Typing accurately, preparing and maintaining accounting documents and records.
- Preparing bank deposits, general ledger postings and statements.
- Maintain documentation from contractors for reporting purposes and reimbursement; and perform annual on-site monitoring.
- Entering A/R and A/P into QuickBooks daily.
- Deliver outgoing mail daily to post office; pick-up incoming mail daily from post office; processing incoming mail upon return from post office.
- Audit timesheets/activity logs for accuracy in preparation for issuance of semi-monthly payroll.
- Audit monthly expense reports for accuracy in preparation of reimbursement.
- Timely submission of monthly aggregate report.
- Assisting the Administrative Assistant with completing weekly Staples orders as needed.
- General office duties to include filing, labels, and any other duties as assigned by Fiscal Director.

Qualifications and Education:

- 2 years of direct accounting/bookkeeping responsibilities, preferably working Federal, State, Local and Private Funds or a social service agency.
- QuickBooks and MS Office
- 2 years post-secondary education; Associate's or Bachelor's degree.

How to Apply: Email cover letter, resume, salary requirements and three references to:

Lisa Adams, HR and Operations Manager at Ladams@m4a.org

Applicants who do not submit all requested information may not be considered.

Dead line to apply - March 20, 2019.