



**Job Title:** BOOKKEEPER

**FLSA:** Non-Exempt

**Part time:** 20-25 hours/week

**Hourly Rate:** \$ 20

**Supervisor:** Director of Administration & Finance

**Position Description:** The Bookkeeper assists the Director or Administration & Finance in the daily tasks relating to assigned aspects of accounting procedures. The ideal candidate will be passionate about the mission of Mama's Kitchen; possess a collaborative spirit and enjoy an open work setting; and incorporate the highest levels of ethics and professionalism.

**Primary Responsibilities:**

1. Perform all General Ledger functions
2. Reconcile bank accounts, payment processor and credit card statements
3. Enter all transactions into the QuickBooks system
4. Develop reports as needed supporting of operations and development departments
5. Prepare documents for and work with auditors
6. Maintain all accounting records and organize documents for archiving
7. Needs to be willing and able to work in an open work environment
8. Prepare staff meeting minutes and distribute.
9. Maintain supplies inventories and restock as needed
10. Honor agency policies and procedures

**Other Duties:** As assigned by Director of Administration & Finance

**Required Skills:**

1. Proficient with all aspects of QuickBooks Premier software, Nonprofit edition preferred
2. Knowledge of accounting functions, including General Ledger, Bank Reconciliations, Accounts Payable and Receivable
3. Proficiency in Microsoft Word and Excel
4. Degree in Accounting or equivalent experience
5. Strong knowledge of generally accepted accounting principles
6. Previous experience with non-profit organization(s) a plus
7. Three years' experience working in a full-spectrum bookkeeping position
8. Ability to perform all general office procedures
9. This position is multi-faceted, as are the programs of our organization; therefore, we require an individual who is highly organized, flexible, and pays meticulous attention to details.
10. Good written and oral communications skills
11. Able to work in multi-person and multi-activity office space
12. Be able to lift 50 pounds.

### **Vision Statement:**

At Mama's Kitchen, we envision a community where all individuals with critical illnesses are no longer vulnerable to malnutrition.

### **Mission Statement:**

Mama's Kitchen believes that everyone is entitled to the basic necessity of life – nutritious food. Our services improve the health and well-being of individuals and families vulnerable to malnutrition due to critical illness.

### **Mama's Kitchen Core Values**

**Dignity and Respect:** Focus on the individual is at the heart of everything we do at Mama's Kitchen. Mama's Kitchen fosters a community where mutual respect and dignity are preserved by promoting humanity, compassion and empathy towards our clients, donors, volunteers and staff.

**Reliability:** Mama's Kitchen is resourceful, efficient, and flexible. Our clients tell us that reliability is what sets Mama's apart from other organizations.

**Integrity:** Guided by honesty, loyalty and a commitment to confidentiality, Mama's Kitchen is responsive to the needs of all our clients, volunteers, donors and staff. We pride ourselves in doing what we say we are going to do.

**Diversity:** Mama's Kitchen is an all-inclusive family. We foster a welcoming environment and embrace all members of the community without judgment.

**Team Work:** Mutual effort and unity are the ingredients that allow our mission to succeed.

### **Equal Opportunity**

Mama's Kitchen has a long-standing commitment to equal employment opportunity for all applicants for employment. Employment decisions including, but not limited to, those such as employee selection, performance evaluation, administration of benefits, working conditions, employee programs, transfers, position changes, training, disciplinary action, compensation, and separations are made without regard to race, color, religion (including religious dress and grooming), creed, national origin, nationality, citizenship status, domestic partnership status, ancestry, gender, affectional or sexual orientation, gender identity or expression, marital status, civil union status, family status, age, mental or physical disability (including AIDS or HIV-related status), atypical heredity cellular or blood trait of an individual, genetic information or refusal to submit to a genetic test or make available the results of a genetic test, military status, veteran status, or any other characteristic protected by applicable federal, state, or local laws.

**Please send Resume and cover letter to [jobs@mamaskitchen.org](mailto:jobs@mamaskitchen.org)**