

Full Charge Bookkeeper

This position is a full time position. Responsibilities include:

Maintaining accurate, complete and timely financial records

Monthly tracking of the Federal and State grants

Handle all aspects of the company's financial obligations, including accounts payable, receivable, payroll, and tax reporting

Maintain internal controls of cash collection in all departments

Adhere to accounting policies for Federal and State funding

Maintain accurate employee records

Create monthly and quarterly invoices for Federal, State, County and Town funding

Responsible for annual audit

Manage all assets under the direction of the Executive Director, Finance Committee and Board of Directors

Track employee benefits, changes and terminations

Work closely with the Executive Director to manage grant reporting

Meet with the Finance Committee quarterly with financial updates, accounts receivable, up to date P & L.

This position requires a detail oriented multi-tasker who enjoys working in a busy and sometimes distracting environment. Great customer service and a team player is a must.

The Senior Center of Jackson Hole offers health, vision and dental benefits, a simple IRA with match, paid holidays and vacation time.