**Bookkeeping Manager**

A Willow Domestic Violence Center full-time position focused on providing accurate and timely accounting of all Willow Domestic Violence Center financials. All services will be delivered in a positive environment focused on empowerment, collaboration, and communication.

Our team works closely with volunteers, interns, and management staff to create a positive culture and strong community presence.

This position is 40 hours per week, hourly, non-exempt, and eligible for overtime. Some evenings or weekends may be required. The Bookkeeping Manager reports to the Director of Finance.

**Responsibilities:**

**1. Bookkeeping:**Maintain agency QuickBooks and produce monthly financial reports both in accrual and cash flow. Prepare annual budget for Board approval, and prepare monthly financial statements for Board. Keep documentation for annual audit and maintain agency budget.

**2. Grant Reporting:**Create annual grant budgets. Maintain detailed records of grant expenditures and payments. Submit reports as necessary to all agency grantors. Oversee completion of payroll according to grant requirements. Maintain fidelity to grant requirements and ensure grant funds are expended according to requirements.

**3. Policy:** Assist in the development of internal resources, policies, and procedures for the organization as they pertain to accounting. Adhere to financial policy as it is written in the agency by-laws and personnel manual.

**Qualifications, Skills and Abilities:**

* Bookkeeper certification, BA in Accounting or related field, or equivalent experience.
* Strong knowledge of MS Office Suite and QuickBooks required.
* Experience in grant reporting and management.
* Ability to multi-task and ability to manage competing deadlines.
* Knowledge of standard bookkeeping procedures. Nonprofit accounting experience preferred.
* Experience supervising individuals in a positive, empowerment-driven model.
* Background in working on self-started projects to achieve specific goals.
* Knowledge of and sensitivity to domestic violence and human trafficking trends preferred.
* Ability to work with community partners, staff, and volunteers professionally.
* Experience working with diverse people and groups.
* Strong organizational, analytical, and problem-solving skills; ability to handle multiple priorities.