



**February 19, 2019**

**Vacancy Announcement #19-02**

## **Bookkeeper**

**Full Time Position**

**Location: Waco, TX**

### **Organization Overview:**

Experience Works is a national nonprofit organization whose programs improve the lives of low-income older workers. We began in 1965 as Green Thumb, a rural demonstration project that provided work for poor farmers, and have grown to become a leader in helping older adults develop skills to secure employment, increase their income, and age with dignity. We now have approximately 75 employees and operations in 14 states. We are funded by grants from the U.S. Department of Labor, states, foundations, sponsorships, and contributions from companies and individuals. Today, through our capacity to meet individual and community needs for job skills training and job placement, older Americans are being included in the nation's economic recovery.

### **Job Functions:**

Responsible for providing high quality financial operations services and support to Experience Works offices. Looking for an experienced bookkeeper to assist in managing our day to day accounting requirements. Confidentiality, excellent organizational skills and accuracy are important qualifications for this position. Good customer relations, ability to communicate clearly, multi-tasker and reliable and consistently meeting deadlines.

### **Primary Responsibilities**

- Serves as point of contact in the state office.
- Prepares budgets, journal entries, account analysis, billings, cash forecasts and associated wire transfers.
- Verifies and approves accounts payable and payroll batches.
- Processes state tax filings and reconciliation.
- Reviews general ledger for accuracy and compliance.
- Prepares and verifies monthly financial reports including variance analysis.
- Complies with federal, state and local legal requirements.
- Provide information required for reports and proposals.
- Monitor and provide information for worker's compensation claims.
- Other general office duties as required.
- Ability to work independently with minimal directions as well as collaboratively.



### **Required Education and Experience**

- Demonstrated knowledge of financial principles and practices
- Minimum of 2-3 years' experience in the performance of financial operations functions.
- Strong organizational skills and detail orientation.
- High energy, positive attitude and impeccable integrity.
- Strong computer skills and experience with financial management applications.
- Associates degree in accounting or business, or equivalent work experience

### **What's Attractive to the Right Candidate?**

- Your experience, opinions, and expertise are valued – what you bring to the table is vital to our success.
- We work together and succeed together. You will enjoy a collaborative and collegial work environment with a shared purpose where your hard work will be noticed and appreciated.
- You will enjoy a close working relationship with the State Program Director and State Manager, who is experienced and supportive, but won't micromanage.
- This is an intellectually stimulating environment and an organization that works passionately and enthusiastically to fulfill our mission.
- We offer a generous employee benefit program that includes: annual, sick, personal, and holiday leave; health insurance; contributions to a 403(b) plan; short and long-term disability; and life insurance.

### **To apply for the Texas Bookkeeper role with Experience Works:**

Qualified candidates should submit a cover letter and a resume.

Please include the position title and state in the subject line of your email.

*Experience Works is an Equal Opportunity Employer and is dedicated to these principles. We value and welcome diversity in the workplace and encourage all minorities, women, veterans, and persons with disabilities to apply.*