



Date Updated:
February 3, 2025

Title: Bookkeeper
Reports To: Interim Finance and Operations Director
Classification: Full-Time, Hourly

Joy's House retains a compassionate individual to champion our values of **self-worth, fulfilled lives, safety, individuality, truthfulness, comfort, and inclusion** in this position. This role will join our Joy's House team to serve our families and community by providing *exceptional* adult day and caregiver services.

Job Summary: The Bookkeeper is responsible for recording the financial transactions for all functions of the organization and supporting payroll and operational tasks as needed.

Primary Responsibilities:

- Invoice for services and fundraising, and all related AR functions.
- Filing claims for reimbursement with Medicaid, Managed Care Organization, Title III, and any other service fee reimbursement.
- Manage and collect aging accounts.
- Prepare deposit allocations and bank deposits.
- Enter all donations in accounting software and work with Development to ensure accurate coding for donations.
- Review and input of A/P.
- Run credit cards and send receipts as needed.
- Maintain and reconcile petty cash.
- Credit card reconciliations and administration.
- Assist with the annual budget and audit processes.
- Support payroll process.

Minimum Qualifications – Experience/Education:

- Attention to detail, time management, and organization are a must.
- Experience in a bookkeeping role preferred.
- Bachelor's degree or pursuing a degree in business, management, accounting or finance preferred.
- Computer skills, Excel skills required along with high proficiency in Teams, QuickBooks, and ideally, Bloomerang.
- Excellent written and oral communication skills.