

First Unitarian Universalist Society of San Francisco (UUSF)

Bookkeeper

Job Summary

Working as part of a team, the bookkeeper will fulfill a vital role at UUSF by processing accounts payable and monthly bank transactions in Quickbooks Online, as well as preparing bank reconciliations. In addition, the bookkeeper reconciles investment accounts and inputs investment JE's, and prepares budget spending reports for various departments.

Facilities Description

The First Unitarian Universalist Society of San Francisco (UUSF) is a church located in a beautiful historic, landmark building in the Cathedral Hill neighborhood of San Francisco. The Sanctuary was built in 1889 of rough-hewn basalt and the Church Center was constructed in 1968 with administrative offices, meeting rooms, classrooms, and a chapel.

Values

Staff at the First Unitarian Universalist Society of San Francisco (UUSF) are committed to the principles of dignity, justice, equity, and acceptance, including respectful relationships, behavior of highest integrity and open communications. UUSF is a nonprofit organization.

Primary Duties & Responsibilities

- Managing Accounts Payable
 - Collecting payment requests, entering them into Bill (Bill.com)
 - Maintaining vendor records in Bill
 - Managing sync issues between Bill and Quickbooks
 - Review credit card transactions/ receipts and input into Quickbooks
- Reconciling Bank accounts in QuickBooks (QB)
 - Inputting deposits into QB based on UUSF reports
 - Matching expenses in QB/Bill to bank transactions
 - Using the QB reconciliation process to reconcile all bank accounts
- Reconciling Investment accounts in QB
 - Inputting investment statement data into the Investment Worksheet
 - Using results from Investment Worksheet to create journal entries in QB
 - Using the QB reconciliation process for all investment accounts
 - Update Investment Worksheet annually at year end for the following year
- Budget: annually duplicate initial sheet and input approved budget into QB in July
- Read and reply to email communications
- Attend meetings and trainings as assigned
- Other tasks as assigned

Qualifications, Skills and Abilities

- Familiarity with Bill, Quickbooks, Google Drive and Excel
- Familiarity in working in a paperless environment
- A BA in accounting or finance and/or prior experience as a bookkeeper
- Criminal background clearance required post offer
- Evidence of I-9 employment eligibility required upon starting date

Position Characteristics

Reports to: Director of Operations

FLSA Classification: Non-Exempt, or Consulting Role: Part-time 8-10 hours per week

Hourly Pay Range: \$33-\$50, depending upon experience, & whether a Consulting Role

Benefits: PART-TIME Employees are eligible for paid: Sick Time & Parking

Applicants: Please send resume and cover letter to hr@uusf.org

EEOC STATEMENT:

UUSF provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, leaves of absence, compensation, and training.