Bookkeeper
(Part-Time, Nonexempt)

Reports to: Chief Financial Officer (CFO)  Hourly Range: $18-$24/hour

Primary Functions:

The Bookkeeper is responsible for weekly bookkeeping tasks, such as entering deposits and processing weekly accounts payable. The Bookkeeper prepares monthly financial reports and analysis for the CFO’s review and approval.

The Bookkeeper is detail oriented, responds positively to feedback, and works well with others. The Bookkeeper is often the first line in identifying issues or problems with cash receipts and/or accounts payable. The Bookkeeper’s ultimate goal is to ensure accurate financial records for the organization.

This is a part time position, approximately 24 hours per week. The schedule provides for flexibility and the final work schedule will be agreed to by the CFO and the Bookkeeper.

Additional Responsibilities:
- Perform other duties and attend trainings as assigned by CFO and required training for all CRNC staff
- Documentation of changes in procedures and ensuring processes are accurate

Specific Job Duties:

Cash Receipts
- Enter cash receipts into GL system (Financial Edge)
- Reconcile Raisers Edge reports with credit card processor (iATS) reports and bank deposits
- Reconcile Visual Traffic reports with iATS reports and bank deposits
- Verify bank deposits are accurate and timely
- Maintain spreadsheets related to cash receipts process (i.e. daily cash receipts log, credit card log, etc.)

Accounts Payable
- Enter invoices into GL system (Financial Edge), reviewing GL codes for accuracy
- Enter business credit card information into GL system (Financial Edge)
- Ensure check request forms are completed
- Print accounts payable checks weekly
- Add and edit vendors, as appropriate
- Maintain W9 documentation

July 2021
• Payroll Processing

**Monthly Financial Statement Preparation**

• Reconcile all bank accounts
• Reconcile all investment accounts
• Reconcile balance sheet accounts, including receivables, prepaid expenses, and accounts payable
• Reconcile membership and corporate support revenue
• Finalized preparation of all accounts for monthly closing

**Preferred Skills, Education & Experience:**

• Associates degree or equivalent combination of education and a minimum of 2 years’ experience with accounting.
• Understanding of basic accounting and bookkeeping principles
• Demonstrated proficiency in Microsoft Office applications, especially Excel
• Ability to prioritize and work independently
• Ability to take initiative and improve processes
• Proven ability to consistently work well with others, demonstrating at all times respect for the diverse constituencies at KUNC/The Colorado Sound and within the public broadcasting system

**Physical Demands and Work Environment:**

• Prolonged periods of remaining in a stationary position
• The ability to frequently operate a computer and other office productivity machinery such as a laptop, office printer, telephones, etc.
• The ability to frequently communicate with clients and co-workers, via telephone, email and other means of communication as needed.
• The work environment will be at the Greeley office
• The office environment: overhead lighting with low-to-moderate noise levels and moderate requirements for physical exertion i.e. lifting of personal computers, promotional items, etc.

This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

**SELECTION PROCESS:** Position will remain open until filled. For best consideration, apply by 11:59pm MT on 07/18/21.

We offer competitive salaries and generous benefits including health & dental care, life & short-term disability insurance, 403b retirement, and more. KUNC is an equal opportunity employer and encourages diversity in the workplace.

July 2021
You will receive an email acknowledgment when you have successfully applied. Your completed application will be forwarded to the hiring team. You will be notified if you are selected for further questions or interviews via email.

Please keep your contact information up-to-date.

Community Radio for Northern Colorado's mission is to strengthen our community by cultivating the mind and spirit - informing, inspiring and entertaining.