



Bookkeeper and Office Manager

Inland Seas Education Association seeks an enthusiastic, detail oriented professional to join our team as a full-time Bookkeeper and Office Manager. This individual will be responsible for maintaining smooth operation of a busy non-profit office while also handling all components of bookkeeping responsibilities. Duties will include entering and tracking all expense receipts, invoices and donations, supporting the payroll process, preparing deposits, and maintaining an effective filing system for all source documents. Duties will also include tasks related to human resource management, maintaining non-profit requirements, and managing day-to-day office activities. This position requires a high level of organization, technology, multitasking, and problem-solving capabilities as well as prior experience working in QuickBooks.

Primary Responsibilities:

Administration

- Oversee office day-to-day activities interfacing with other staff and the public
- Manage ISEA office supply inventory and office equipment
- Input data into Salesforce and provide follow-up communications
- Update and maintain filing systems

Financial

- Oversee the process of tracking and recording all receipts (cash/non cash)
- Maintain appropriate classes at the expense level
- Enter invoices, sales receipts, online donations, and bookings into QuickBooks Online (QBO)
- Support payroll vendor in the administration of staff payroll
- Monitor accounts payable and prepare checks for printing and signature to ensure timely payment processing
- Manage bank and credit card feeds
- Reconcile bank and credit card statements monthly
- Prepare bank deposits
- File and manage all source documents
- Respond to ad-hoc requests for QBO Transaction Data
- Serve as the QBO work-flow subject matter expert
- Develop and maintain effective grant tracking systems
- Manage petty cash and update appropriate ledgers

Legal

- Manage, with Executive Director, contracts and government reports
- Monitor compliance with government regulations relative to finances, IRS and other government regulations for non-profit organizations
- Prep and prepare audit requirements
- Coordinate with Executive Director, boat sales including, but not limited to, contracts, record keeping, government reporting
- Manage raffle license requirements

Leadership

- Coordinate ISEA activities within the community
- Provide regular performance feedback according to established performance objectives
- Display passion and optimism; inspire respect and trust, mobilize others to fulfill the vision and mission; provide vision and inspiration to peers and subordinates
- Support core team and staff in decision-making and process improvement
- Exhibit objectivity and openness to others' views. Build morale and group commitments to goals and objectives
- Exhibit sound and accurate judgment
- Develop creative approaches to achieve objectives as obstacles arise

Skills/Prerequisites

Required:

- 2+ years of bookkeeping experience; preferably in a QuickBooks Online or QuickBooks Desktop environment
- 2+ years' experience in an office environment
- Knowledge of bookkeeping and payroll principles
- Strong aptitude for technology and technology integrations
- Strong interpersonal, written, and verbal communication
- Strong organizational and project management skills
- Strong financial and mathematical skills
- Skilled in Microsoft Office and QuickBooks software
- Must pass Criminal Background Check
- Associate's Degree in related field

Preferred:

- Experience with Mailchimp, Fareharbor, Google Suite, and/or Salesforce
- Experience working in a non-profit organization
- Bachelor's Degree in related field
- CPA

Job Type: Full-Time

Pay: \$40,000-\$50,000 Pay will be commensurate with experience

Benefits:

- Health, Dental, and Vision insurance
- Employer 401k match
- Paid Time off
- Paid Holidays

Location: Suttons Bay, Michigan

To apply, please submit a resume and cover letter to isea@schoolship.org

Applications received by January 31st will be given priority.