



Job Opening Announcement

Bookkeeper

This position is based in Mesa, Arizona

Aster Aging, Inc. empowers and supports older adults and their families to remain independent and engaged in our communities. Our non-profit organization provides a full continuum of services, with core programs that include: Center-Based Services, Meals on Wheels, In-Home Support, Outreach / Social Services, and Contracted Programs. Our vision is to be a leader in providing direct services and mobilizing resources that support the changing needs of our older adult population.

We are currently recruiting for an important new position. The Bookkeeper works under the leadership of the Finance Director, to perform a variety of highly responsible accounting and administrative functions to accurately maintain the computerized accounting system and financial reporting requirements needed to achieve Aster's vision, mission, and goals. performs a variety of marketing and fund development activities in support of our vision, mission, and goals The position involves significant teamwork and collaboration with the Board, staff, businesses, funders, and individuals served.

Full-time (40 hours /week) non-exempt position
Competitive wage and benefits package

Required qualifications include a bachelor's degree in accounting or a minimum of five years of accounting/bookkeeping experience. Nonprofit experience is helpful. Candidates are expected to have a proven work history of dependable, accounting and budget execution. Must have the ability to review own work for accuracy and possess strong organizational abilities with attention to detail and be able to Demonstrate strong written and oral communication skills. A high level of proficiency in using related computer technology and Abila MIP or related accounting software is preferred. Must have the ability to work independently on tasks and to also work effectively as part of a team.

Please refer to the Job Description for additional information and requirements

Interested applicants are encouraged to submit their resumes and salary expectations to:

HR@asteraz.org

Aster Aging, Inc.

45 West University Drive, Mesa, Arizona 85201

Phone: 480-964-9014, Fax: 480-898-7306

www.asteraz.org

Position is considered open until filled.

Equal Opportunity Employer.

Bookkeeper JOA.8/22

Aster Aging, Inc. Job Description: Bookkeeper

Overview: Working under the leadership of the Finance Director, perform a variety of highly responsible accounting and administrative functions to accurately maintain the computerized accounting system and financial reporting requirements needed to achieve Aster's vision, mission, and goals. The position involves significant teamwork and collaboration with the Board, staff, businesses, funders, and individuals served.

Major Duties:

- Accurately prepare and maintain financial ledgers and statements in keeping with GAAP and approved budgets and cost allocation plans.
- Pay invoices by verifying transaction information, scheduling and preparing disbursements and obtaining authorization of payment.
- Receive and verify revenue transaction information and record the transactions into the general ledger.
- Prepare accounts payable bills, invoices, and collection claims. Prepare monthly billings for services.
- Provide back-up support to the Finance Director and Human Resources Associate to prepare and process electronic payroll. As needed, process and or review employee payroll status changes, payroll deductions, vacation and sick leave accrual and usage, and related tasks.
- Process credit card payments and contributions.
- Prepare account and cash reconciliations, including reconciliation of bank accounts.
- Maintain financial information, files, business records, and licenses for the purpose of ensuring the availability of documentation.
- Assist the Finance Director in the preparation of records and reports for annual audit, and other department projects.
- Maintain an organizational climate that attracts, motivates, supports, and retains high quality professional employees and volunteers. Provide assistance to staff as assigned on matters related to accounting.

Other Duties:

- Ensure that Aster's policies, standards, and decisions are implemented and maintained. Foster appropriate communication and positive relationships between the Board, staff, volunteers, and offices / centers.
- Serve as a member Aster's administration team, participating in the development of organizational plans and coordinating with other members in specific functional areas.
- Other duties as needed and appropriately assigned.

Qualifications:

- Bachelor's degree in accounting or a related field, or a minimum of five years accounting/ bookkeeping experience. Experience in nonprofits helpful.
- Proven work history of dependable accounting and budget execution. Ability to review own work for accuracy. Strong organizational abilities and attention to detail.
- Demonstrated written and oral communication skills. Ability to work independently on tasks and to also work effectively as part of a team.
- Effective interpersonal skills. Ability to encourage teamwork and work cooperatively with others.
- High level of proficiency in using related computer technology and Abila MIP or related accounting software.

Requirements:

- Possess valid AZ driver's license and vehicle to use in performance of job.
- Ability to obtain Level I Fingerprint Clearance Card and compliance to ASTER's background check policies.

Responsible to: Finance Director

Status/ Hours: Full-time position. Primarily weekday office hours.

Primary Work Site: Aster Administration Office in Mesa, Arizona. Position will require some travel via automobile.

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