



Bookkeeper

POSITION SUMMARY

The Center for Children & Youth Justice, founded in 2006 by Justice Bobbe J. Bridge (ret.), is committed to reforming Washington's juvenile justice and child welfare systems. CCYJ leads communities, our state, and the nation in empowering children and youth, stabilizing families, and strengthening communities through meaningful and lasting reform. CCYJ identifies gaps in the system, researches, develops innovative and creative solutions, and ensures that policymakers integrate these system improvements into practices and procedures. CCYJ's results are realized into state law, adopted as standing protocols by the courts, schools, and other partners; and they are developed into new interventions for at-risk, abused and/or neglected children and their families. CCYJ has succeeded in driving positive systems change for more than a decade. Following an extensive national search, our Board of Directors appointed our second President and CEO Rachel Sottile Logvin in late 2018. Our passionate staff is deeply committed to the youth for whom we advocate.

This position is responsible for maintaining accounting records for CCYJ, including recording financial transactions, managing accounts payable and receivables, reconciling bank statements, processing invoices and expense reports. Manages payroll, invoicing, federal and state tax deposits, and annual tax forms.

The Bookkeeper position is a 20 hour per week position, eligible for employee benefits. The work schedule would definitely require Monday and Tuesday, with the remaining work hours scheduled during the remainder of the week, as per the mutual agreement of the Director of Mission Support Services and the Bookkeeper.

CCYJ'S CULTURE EMBRACES

- Together we are transparent, accountable, respectful, and self-aware in order to foster belonging and a sense of community
- CCYJ operates with an innovative and leading-edge mindset
- CCYJ is purpose driven and laser sharp in the fulfillment of our mission
- CCYJ embraces a growth mindset; our development is essential to expand and grow our organization
- CCYJ produces results, not reasons
- Anything is possible
- Everyone has something to contribute
- Everything happens out of your relationship with other people
- Great ideas come from anyone at any time
- People up to big things are going to make big mistakes. We own them, learn from them, and move on
- Transparency is essential to a highly functioning organization
- A diverse, fully self-expressed workforce

REPORTING RELATIONSHIP

Reports to: Director of Mission Support Services

SUPERVISION EXERCISED

None.

FLSA STATUS

This position is considered non-exempt under the Fair Labor Standards Act and is therefore eligible for overtime pay.

ESSENTIAL FUNCTIONS

The examples of essential functions listed below are intended as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by CCYJ as the needs of the organization and requirements of the job shift over time.

Accounts Payable

- Confirm that all expenditures have been authorized by the appropriate budget manager, with expense and project codes specified and all supporting documentation is complete. Ensure that all transactions processed are in compliance with business expense policy and travel policy
- Review vendor invoices for accuracy
- Scan invoices to electronic system and route to budget managers for approval
- Manage credit card transactions, ensuring documentation is complete and payments are made on time
- Maintain detailed records of premiums for medical, dental, vision, life insurance, and supplemental policies. Make adjustments to premium invoices for changes in employee coverage as needed
- Enter all vendor invoices into the accounting system AP module
- Print AP checks as specified by the Director of Mission Support Services and distribute to the President/CEO for signatures and mailing
- Obtain W9s from vendors as needed
- Submit positive pay file to bank
- Ensure sales taxes are paid on taxable transactions or use tax accrued

Taxes

- Process annual 1099s

Accounts Receivable

- Generate customer invoices and maintain AR electronic files
- Prepare journal entries for accounts receivable

Cash Receipts

- Process miscellaneous deposits made by credit card
- Prepare journal entries for miscellaneous deposits, including payments of accounts receivable
- Prepare journal entries for front desk transactions into the accounting system GL

Banking

- Prepare bank reconciliation

- Investigate unusual bank and credit card transactions as needed

Payroll

- Enter bi-weekly payroll information into payroll system
- Enter employee data changes into the payroll system
- Maintain each employee's various jobs and pay rates
- Maintain each employee's payroll deduction amounts, including insurance premium amounts
- Maintain employees exempt/nonexempt from overtime pay rules
- Maintain timesheet files
- Maintain date-sensitive information (benefit eligibility, 403b contributions, payroll deductions)
- Track Employee vacation accrual and notify if exceeding benefit maximum
- Track and transmit retirement savings plan contributions from both employee and employer each pay period
- Reconcile payroll reports to the GL bi-weekly

Employee benefits

- Enroll employees in retirement and health care insurance plans at the direction of the Director of Mission Support Services
- Terminate employees from benefit coverage at the direction of the Director of Mission Support Services

Other duties as assigned.

QUALIFICATIONS: EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

Experience

Significant, demonstrated experience (typically at least 5 years) and relevant training and/or education in the duties as described above. Accounting degree or Certification in Bookkeeping preferred. Experience using Quickbooks a plus.

Skills and Abilities

Detail orientation
Ability to appropriately manage confidential information
Dependability
Accuracy

COACHABILITY

- Able to work in a team environment and has the courage to communicate openly and honestly
- Possess a *growth mindset*: the willingness to be coached and to develop to increase effectiveness, collaboration, and produce results
- Adaptable
- High functioning sense of humor, humility, and emotional intelligence
- Foster a culture of integrity, service, adaptability, innovation, and responsibility

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- This position requires the manual dexterity sufficient to operate phones, computers, and other office equipment, and the ability to sit and to use a computer for significant periods of time.
- This person must speak clearly using the English language to accurately convey information.
- Generally good working conditions with little or no exposure to extremes in noises, temperature.
- Little or no safety or health hazards.
- Minimal lifting or climbing.
- Work performed in an office setting as applicable determined by activities.

COMPENSATION

Competitive salary commensurate with skills and experience. The starting hourly wage range is \$22 - \$24. CCYJ offers a benefits package that includes medical/vision/dental, transportation allowance, vacation, sick leave, holiday pay, and floating holiday pay.

TO APPLY

Please submit a cover letter, resume, and contact information to jobs@CCYJ.org.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We value a diverse workforce.