



POSITION SUMMARY: The Bookkeeper directly supports the Finance Department through the daily administration and maintenance of the accounts payable, accounts receivable, and bank deposit reconciliation.

ESSENTIAL RESPONSIBILITIES: To perform this job, an individual must perform each essential function satisfactorily with or without reasonable accommodation.

Accounts Payable and Receivable:

- Prepare, post, verify, and record incoming payments and transactions related to accounts receivable.
- Match vendor invoices to purchase orders and receiving documents; accurately code invoices to the appropriate general ledger account.
- Enter invoices into the accounts payable system promptly and accurately and maintain orderly and accurate accounts payable files.
- Prepare timely payment of vendor invoices to capture all available discounts, print checks, match checks to proper supporting documentation, and ensure timely mailing.

Reconciliation and Record Maintenance:

- Reconcile monthly statements and transactions, including the monthly bank reconciliation.
- Gather and file receipts related to the monthly credit card invoice, reconcile the invoice with expenses, and report any discrepancies to the appropriate person or department.
- Assist with bank deposits as needed.

Client and Vendor Communication:

- Communicate with clients and vendors to resolve outstanding obligations or discrepancies via phone, email, and in-person interactions.
- Draft correspondence for standard past-due accounts and collections, identify delinquent accounts, and contact account holders to request payment.
- Research customer discrepancies and past-due amounts and prepare reports regarding the status of customer accounts as requested.

Payroll and Benefits Assistance:

- Assist with payroll as requested.
- Support employee enrollment in the group health insurance plan, including setting up proper deductions in payroll if needed.



- Assist with employee enrollment in the 403(b) plan, including setting up proper deferrals in payroll if needed.

Other:

- Interface and communicate effectively with colleagues at all levels.
- Thrive in a highly collaborative, mission-driven culture.
- Maintain regular and reliable attendance. Alongside all full-time staff, act as day-of event staff for various weekend and evening events such as street festivals, key fundraising events, etc.
- Perform other duties as assigned.

REQUIRED SKILLS AND ABILITIES:

- Must be detail-oriented and organized with the ability to perform duties under pressure, prioritize workload, and meet deadlines in a timely manner.
- Strong verbal and written communication skills required.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals, and percentages.
- Microsoft Office Suite proficiency.
- General knowledge of computer applications for the frequent use of electronic mail, word processing, data entry, spreadsheets, graphics, etc.
- Ability to understand, read, write, and speak English.
- Ability to successfully write reports, business correspondence, and policy.
- Moderate reasoning skills, including the ability to apply logical thinking to define problems, gather relevant data, establish facts, draw valid conclusions, and take appropriate action.
- Must have the aptitude and ability to self-direct work.
- Must be able to handle multiple, simultaneous tasks effectively and efficiently.
- Ability to effectively present information, respond to questions, and professionally interact with managers, employees, clients, vendors, and the general public.
- Must effectively convey ideas, images, and goals to a diverse group of personalities.
- Ability to work irregular hours and weekends.

EDUCATION AND EXPERIENCE:

- High School diploma or equivalent.



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- Minimum of 3 years bookkeeping experience.

If interested in this position, please send your resume to lportzel@williamsonheritage.org.