



Bookkeeper/Receptionist Job Description

Maintains books and payroll for organization. Coordinates with Executive Assistant to provide accountability for donated funds. As the first contact with patients and visitors, presents a friendly, professional and organized atmosphere in the reception area.

Monday - Thursday 12:00/1:00-5:00 (negotiable)

Essential Duties and Responsibilities include the following: (Other duties may be assigned based on the ongoing needs of the organization.)

- Proficient in QuickBooks. Ability to work with mathematical concepts such as balancing and tracking donations and using spreadsheets for record keeping.
- Assists in the preparation and execution of yearly budget, under the supervision of ministry treasurer and Executive Director.
- Prepares weekly financial statements and reports as requested as well as quarterly and annual reporting.
- Processes payroll, including withholding and tax payments, complying with all Federal and State regulations.
- Reconciliation of bank accounts and credit card statements.
- Coordinates receipt and payment of invoices.
- Answers and routes incoming calls, including difficult abortion calls. Makes some patient appointments using database.
- Occasionally greets patients and begins intake process.

Please Submit Cover Letter and Resume to:
jobs@hopepregmin.org