



JOB DESCRIPTION

POSITION: Full Charge Bookkeeper & Office Manager

REPORTS TO: Deputy Director

STATUS: Full-time/Exempt

POSITION SUMMARY

We are seeking an experienced Full-Charge Bookkeeper and Office Manager to join our team. This position is responsible for the efficient and effective operation of the office. This position will oversee the day-to-day financial operations, coordinate work with finance consultants, ensure compliance with all applicable regulations, and ensure the accuracy of all financial records. This position is responsible for managing the SquashWise office and vendors. The position will also support HR functions, including onboarding and offboarding new employees. The ideal candidate will also provide internal and external stakeholders with excellent customer service.

MAIN DUTIES & RESPONSIBILITIES

- Conduct the day-to-day operations of the business office, including accounts receivable, accounts payable, payroll, and invoicing
- Provide support for SquashWise Center building construction and manage vendors
- Spearhead the annual budget creation process for general operations and the building project
- Create and maintain accurate financial records and reports
- Ensure compliance with all applicable federal, state, and local laws and regulations
- Prepare monthly, quarterly, and annual financial reports
- Work with financial partners, including payroll service, CPAs and auditor(s)
- Manage SquashWise office functions, including building and office equipment maintenance
- Respond to vendor inquiries and resolve any issues that may arise
- Provide human resources support, including on- and off-boarding of new employees
- Spearhead annual benefits enrollment and monitor paid time off
- Provide excellent customer service to internal and external stakeholders (e.g., staff, board, consultants, vendors, etc.)
- Monitor and analyze financial data to identify potential areas of improvement
- Other duties as assigned

EXPERIENCE & EDUCATION REQUIRED

- Bachelor's degree in accounting, finance, business administration, or related field a plus
- 5+ years' experience in a nonprofit business office managerial role preferred
- CPR/First Aid and AED certification (will be provided)

- Must have a valid driver's license with at least three years of driving experience
- Must pass a criminal history background check

SKILLS REQUIRED

- Highly proficient in QuickBooks Online & Microsoft Office Suite
- Knowledge of generally accepted accounting principles and financial regulations.
- Excellent verbal and written communication skills
- Excellent time management and organizational skills
- Detail-oriented and ability to multi-task and adapt to changing priorities
- Ability to work collaboratively and independently
- Demonstrated ability to be proactive, take initiative, and problem-solve
- Responsible, reliable, and trustworthy
- Strong professional work ethic

EQUAL OPPORTUNITY EMPLOYER

SquashWise is an equal opportunity employer committed to an inclusive and welcoming workplace environment, free of discrimination and harassment. We celebrate and support the diverse cultures, perspectives, skills, and experiences within our workforce and our community.