

THE VINE PASTORAL COUNSELING CENTER
BOOKKEEPER ~ JOB DESCRIPTION

Title: Full Charge Bookkeeper

Date: 1/7/2022

About The Vine:

The Vine is a nonprofit counseling center that provides services to people in northern Alabama and southern Tennessee. The mission of the center is to provide services on a sliding fee scale so that people who need counseling can receive it regardless of their ability to pay. We feel this honors the heart of Christ. The Vine has been in existence in Huntsville and Madison for 21 years and is supported by many churches and individuals in the community. We are looking for a specific talented person who can join our team with skill to support our ministry as we continue our growth so that we can fulfill our calling to serve the community.

Job Description:

The Bookkeeper will have the responsibility for the financial operations of The Vine.

Accountability:

The Bookkeeper is directly accountable to the Executive Director and works cooperatively with the Office Manager and the Insurance Manager.

Job Statement:

The Bookkeeper will have the responsibility for the financial operations of The Vine.

Responsibilities and essential functions:

1. Managing accounts payable and accounts receivable
2. Reconciling cash and all bank accounts
3. Maintaining an accurate general ledger, making adjustments as needed
4. Creating journal entries for all accounts, including fixed assets
5. Monitoring and reporting the business cash flow
6. Issuing invoices to and posting payments from clients
7. Preparing quarterly tax returns
8. Preparing financial statements as needed by the Board of Directors and Executive Director
9. Doing payroll, and paying all payroll taxes in timely manner, maintaining all documentation
10. Preparing employee W-2's on annual basis
11. Collecting information for auditing purposes
12. Posting charges to client accounts
13. Third party billing to include filing insurance
14. Posting all payments to client accounts
15. Record and document all deposits
16. Follow written financial procedures
17. Attend weekly staff meetings
18. Maintain a positive public image for The Vine
19. Other duties as assigned

Skills and Abilities:

1. Basic accounting skills.
2. Ability to maintain financial records in a manner and form that is in conformity with Generally Accepted Accounting Principles (GAAP).
3. Attention to details.
4. Ability to work as a team player with other support staff, therapists and Director.
5. Ability to communicate and receive instructions in written and oral format.
6. Have a working knowledge and ease of use of with computers, computer software and the internet, including email. (Proficiency at MS Office suite, Word, Excel, required; Proficiency at Quick Books, required; experience with medical billing software required)
7. Possess a high regard for and ability to maintain the confidentiality in matters related to clients.
8. Project a pleasant yet professional demeanor over the telephone and in person.
9. Organization skills for keeping track of financial documentation.
10. Ability to accept guidance and accountability.
11. Ability to take responsibility to identify problems and to work cooperatively to solve them.
12. Maintain an awareness of, and be in personal accord with, the mission of The Vine Pastoral Counseling Center.

Education: Bachelors Degree preferred, or comparable experience. 3 years of experience, required. More than 5 years of experience preferable.

Location: Employee will be located in an office at 333 Franklin Street, Huntsville, AL 35801.

Work Hours: This position will be 25 hours a week, 8-1, M-F.

Wages: The position is part-time at an hourly rate negotiated at time of employment based on the experience level of candidate.

Performance Reviews:

The Bookkeeper will have a performance review by the Executive Director in the first year at 3 and 6 months and thereafter on an annual basis.

Benefits:

This position will include the following benefits:

One week of paid vacation after 6 months employment.

Six (6) paid holidays: Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving (2 days)

Two (2) weeks off without pay during the Christmas holiday season,
(exact dates to be determined).

Interested parties should submit a resume to the attention of the Executive Director, Amanda Ragland at 333 Franklin Street or email to amanda@vinepcc.com .