



Bookkeeper

Reports To: Director of Finance and Business Administration

Pay Level: \$14 - \$18 per hour

FLSA Status: Non-Exempt

Summary: Under the direction of the Director of Finance & Business Administration, performs routine bookkeeping functions for the finance department.

About the Company: Think Detroit PAL, which was formed by the 2006 merger of Think Detroit and the Detroit Police Athletic League, is a private, nonprofit corporation that, in partnership with individual volunteers and the Detroit Police Department, builds character in young people through athletic, academic and leadership development programs. The company, which serves approximately 12,000 youth annually, is results-oriented, and driven by its values, which are:

1. Kids First: We run youth programs, with youth rules, for youth entertainment and development, no matter who that is for or against.
2. Teamwork: We work together with humility to build things that are greater than the sum of their parts.
3. Service: We treat others the way that we would want to be treated, in the delivery of what they need.
4. Excellence: We create and exhibit a positive family environment, fair opportunities for boys & girls, clean & safe facilities, consistent attention to detail, and superior sportsmanship.
5. Leadership: We relentlessly pursue the other four values, so that others learn to pursue them too.

Desirable Credentials, Skills and Traits:

- Minimum 2 years of progressive experience performing bookkeeping duties;
- Proficiency with Quickbooks accounting software;
- Knowledge of Budget Maestro budgeting software;
- Experience with nonprofit fund accounting;
- Ability to meet deadlines and work independently;
- High analytical and problem-solving skills;
- Outstanding attention to detail;
- High degree of professionalism and discretion;
- High standards for excellence in execution.

Responsible for:

- Performing routine bookkeeping duties, such as:
 - preparing checks and deposits,
 - maintaining accurate ledgers,
 - preparing payroll;
 - cost allocation for revenue and expenses;
- Performing month-end closing procedures (adjusting journal entries);
- Maintaining accounts receivable and accounts payable for the organization;
- Handling petty cash transactions;
- Providing support for the Director of Finance through budgeting and audit processes;
- Maintaining up-to-date employee records and other personnel duties as necessary;
- Monthly reconciliation of bank statements for multiple accounts;
- Preparation of periodic reports and financial statements for staff and third parties; and
- Various other duties as assigned.

Think Detroit PAL is an Equal Opportunity Employer