



**JOB TITLE:** Bookkeeper

**REPORTS TO:** Chief Operating Officer

**FLSA STATUS:** Non-Exempt, Part Time (\$25 per hour; 10-15 hours per week)

**LOCATION:** Knoxville, TN

### **About Big Brothers Big Sisters of East Tennessee**

Big Brothers Big Sisters of East Tennessee defends potential in children through strong and enduring, professionally supported one-to-one relationships that change lives for the better, forever. Children and youth enrolled in the program achieve measurable outcomes, including educational success, avoidance of risky behaviors, higher aspirations, greater confidence, and better relationships. This mission has been the cornerstone of the organization's 55-year history in the Knoxville area. The team is fun, industrious, and immensely dedicated to our mission.

We recognize that compensation is just one aspect of the overall benefits package that we offer to employees. We also provide a range of benefits and rewards, such as medical, dental, vision, retirement plan, professional development opportunities, flexible hybrid work schedules during non-school hours, and work-life balance programs, to support the overall well-being of our employees.

### **Candidate Profile**

The primary function of the Bookkeeper is to work with the Chief Operating Officer on finance, budgeting, and accounting for the agency. This position performs duties related to financial records administration and requires a strong ability to build relationships and provide valuable feedback.

### **Essential Functions**

1. Performs basic accounts payable and accounts receivable record-keeping duties.
2. Conduct other activities relating to financial record-keeping including making deposits, paying vendors, and tracking petty cash.
3. Prepare all fiscal and accounting reporting activities for the organization including revenue/expense and balance sheet reports.
4. Oversee all accounting functions including review of journal entries and account reconciliations.
5. Working with the COO, review regularly procedures concerning financial management and internal controls to ensure that Agency assets are safeguarded and risks minimized.
6. Ensure legal, tax, and regulatory compliance regarding all financial functions.

### **Knowledge, Skills, and Abilities**

1. Knowledge of appropriate office software and CRM applications, including QuickBooks, Excel, and data management systems (Neon, Salesforce, etc.).
2. Commitment to world-class customer service.
3. Knowledge of agency procedures and terms
4. Strong written and oral communication skills.
5. Ability to comprehend complex instructions and respond effectively as well as perform basic arithmetic accurately and quickly.
6. Organizational and time management skills.
7. Team-oriented.

### **Qualifications**

1. A minimum of two years' relevant work experience in related fields, such as banking and bookkeeping, required.
2. Proficiency in Microsoft Office: including Word, Excel, and Outlook.
3. Working knowledge of and use of a financial management system (e.g. QuickBooks) a plus.

**Physical Requirements**

This job requires frequent sitting, standing, and walking.

**Position Contacts**

Internal contacts include agency staff and agency Board of Directors. External communication may include volunteers, donors, vendors, and outside auditors.

**Equal Employment Opportunity**

It is the policy of Big Brothers Big Sisters of East Tennessee to provide equal employment opportunities to all candidates and all employees without regard to race; color; religion; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; genetic information; disability; citizenship status; military status; veteran status; or any other category protected by law.

**Americans with Disabilities Act**

Employee must be able to perform all essential job functions, with or without reasonable accommodation.

**Job Responsibilities**

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties and responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBSETN may change the specific job duties with or without prior notice based on the needs of the organization.

**To Apply**

To apply, send cover letter and resume to [Careers@tennesseebig.org](mailto:Careers@tennesseebig.org). Please include "Big Brothers Big Sisters Bookkeeper" in the subject line.

Applications will be accepted until the position is filled.