



BOOKKEEPER – Animal Welfare League of Arlington in Arlington, VA

Bookkeeper

The Bookkeeper will work closely with the Director of Finance and Administration and is responsible for the general bookkeeping and accounting tasks for the League. The Bookkeeper will review invoices, make computer entries, and cut checks for vendors. The Bookkeeper is responsible to ensure the accuracy of cash, credit and deposit transactions as well as maintain the filing of documents and preparing reports as needed. This position is based in Arlington, Virginia.

About the Animal Welfare League of Arlington

Since 1944, the Animal Welfare League of Arlington has been committed to improving the lives of animals. The League provides temporary care and refuge for homeless and suffering animals; places animals in loving responsible homes, provides animal control services to Arlington County, and subsidizes county funds to provide a wealth of animal welfare and community services. The Animal Welfare League of Arlington is a nonprofit 501(c)(3) organization.

The Animal Welfare League of Arlington is dedicated to creating a world where all companion animals find compassionate and permanent homes. For more information, please visit www.awla.org

Reporting Relationships

This position reports to the Director of Finance and Administration and works within a team of 2 administrative staff members which consist of a Human Resources Manager and an Office Administrator. The Bookkeeper will also work closely with all AWLA staff members on a daily basis.

RESPONSIBILITIES

- Review invoices for accuracy and prepare for payment
- Manage accurate data entry of invoices into QuickBooks
- Prepare checks for signature
- Maintain vendor and financial files
- Act as liaison and communicate with vendors on behalf of the League
- Communicate with AWLA staff regarding reimbursements, missing receipts, front desk cash operations, and credit card usage
- Monitor cash on hand to ensure accurate front desk operations
- Manage data entry of front desk cash receipts
- Prepare and post account receivables and make deposits on behalf of the League
- Monitor organizational credit card usage and prepare pay statements as needed
- Manage and compile statistical reports such as cash receipts, cash expenditures, accounts payable, accounts receivable, and profit and loss
- Assist the Director of Finance and Administration with audit activities for the League including preparation and documentation for the annual independent audit and preparation of the 990
- Assist the Director of Finance and Administration in organizational planning to ensure achievement of financial budgeting objectives
- Perform other related duties as assigned



Required Qualifications

- 5+ years of professional work experience
- 2+ years of work experience in accounting and/or bookkeeping
- Knowledge and understanding of accounts payable, accounts receivable, and general ledger accounting
- Ability to analyze and problem solve data
- Proven ability to interpret and communicate financial reports
- Strong verbal communications skills and demonstrated ability to write clearly and effectively
- Demonstrated ability to easily work with people at all levels
- Flexible schedule to allow for a part time work schedule
- Exceptional organizational skills and attention to detail
- Bachelor's degree preferably in finance and accounting or equivalent experience
- Strong computer and database literacy including Excel and QuickBooks expertise

Desired Qualifications (helpful but not required)

- Experience in the fields of animal care or animal welfare
- Experience with "hands on" nonprofits
- Experience working with PetPoint

Personal Characteristics

- Passion for the mission of Animal Welfare League of Arlington
- Ability to think analytically and problem solve, combined with a willingness to ask questions and work collaboratively
- Ability to work independently as well as with others in a wide variety of circumstances and with a diverse group of individuals
- Energetic, hard-working, and a team player
- Highly organized, and detail-oriented
- Ability to work in a fast paced, ever evolving atmosphere
- Discretion with confidential information

Travel Requirements

None

Typical Physical & Mental Demands

Requires prolonged sitting or standing with some bending, stooping and stretching, eye-hand coordination and manual dexterity sufficient to operate a keyboard, telephone, photocopier, calculator and other office equipment. May be required to lift items and be physically active. Requires normal range of hearing and eyesight to communicate with vendors and staff. Also requires flexibility and ability to work with some interruptions.

Must be comfortable around dogs, cats, and small companion animals.

**Compensation**

This is a part time, nonexempt, 15-20 hour per week position. Benefits are not included for this position. Salary range is \$17.50-\$19.00 per hour dependent upon experience.

To Apply

Please submit the following application materials to Claudia West at jobs@awla.org with Bookkeeper in the subject line:

- A cover letter describing your interest in the position and relevant experience/qualifications
- Current Resume
- Salary requirements

Applications will be considered on a rolling basis. Position will remain posted until filled. No phone calls please.

Animal Welfare League of Arlington is an

Equal Opportunity Employer, with a commitment to diversity in the workplace.