

## **Lynn House of Potomac Valley, Inc.**

**Alexandria, VA**

**Title:** Bookkeeper

### **Full-time or Part-time position:**

- Hours are flexible; can range from 24 hours/week to 40 hours/week.
- Eligible for 403(b) retirement plan after 700 hours of employment.

### **Organizational Relationships:**

Reports to the Executive Director.

Works closely with the Financial Controller and in consonance with Department Heads

### **Summary:**

The Bookkeeper assists in all facets of the financial operations, including but not limited to: Payroll, Accounts Payable, Accounts Receivable, Billing, Cash Management, Taxes, and Audits. Works closely with the Executive Director and Financial Controller.

### **Responsibilities:**

- Maintains various accounts in QuickBooks.
- Receives and verifies incoming bills; ensures proper accounting and timely payments.
- Processes patient payments and makes deposits.
- Manages credit card records and reconciliations.
- Reconciles donations recorded in donor database with QuickBooks general ledger.
- Generates payables reports and other reports as requested.
- Handles Employee Benefits Program, including 403b program and flexible spending program.
- Maintains personnel records in conjunction with Director of Human Resources.
- At end of year, coordinates preparation and distributions of 1099's, 1096's, etc.
- Provides data for yearly audit.
- Other tasks as assigned.

### **Qualifications:**

- Background in bookkeeping
- Experience with QuickBooks and Excel
- Good written/oral communication skills and organizational skills
- Able to communicate well with patients, residents, and their families
- Wholeheartedly supports the Lynn House ministry of Christian Science nursing
- Preference will be given to someone who is a Christian Scientist and a member of The Mother Church and/or one of its branch churches.