

Bookkeeper

Team: Practice Group

Reports to: Accountant and Payroll Manager

FLSA Status: Non-Exempt

Salary Grade: 13

Primary Objective of Position

The Bookkeeper is responsible for maintaining financial records for the organization and providing support in work areas related to accounting, banking, and administrative support for the finance department. In this role they process a high frequency of transactions and provide data entry within and across a variety of systems. The bookkeeper works closely with the Accountant and Payroll Manager to ensure compliance with legal requirements and organizational standards.

All Meridian positions require individuals to be self-starters with exceptionally strong written and verbal communication skills, a high level of organization and attention to detail. Working at Meridian requires the ability to excel in a team environment, juggle multiple deadlines and project teams.

Essential Areas of Accountability

ACCOUNTS PAYABLE:

- Completes data entry and payable processing for both direct and indirect expenses, including subcontractors. Contacts vendors to address invoice questions.
- Audits expense reports to ensure records are accurate and complete. Supports staff in navigating complicated expense reimbursements and answers inquiries, as needed.
- Administers the credit card portal and reconciliation process. Tracks expenses and communicates with cardholders.
- Manages the vendor database and ensures compliance within recordkeeping guidelines for supporting documentation (W-9s, tax IDs, payment information).

BANKING

- Processes, records, and monitors all incoming deposits and reconciles monthly.
- Processes monthly bank account reconciliations for all organizational accounts
- Recordkeeping and electronic filing system maintenance across the department, per filing protocols

ADDITIONAL DEPARTMENT RESPONSIBILITIES

- Manages data by compiling information from multiple sources and tracks it for review and analysis by various roles across the organization.
- Supports Accounts Receivable functions with monitoring, reporting, and invoice preparation for large projects with foreign currencies. Tracks currency conversions and notifies the Contracts and Finance Manager of contract implications.
- Supports implementation and administration of finance systems. Provides end user training and support.
- Administers annual 1099 processing and 990 nonprofit reporting
- Support to Finance Team as needed

Knowledge and Skills Required

- Minimum of one-year experience in accounting; or education in Finance, Accounting or Business Administration.
- Well-developed interpersonal and communications skills
- Proficiency with Office 365, web-based tools, and electronic communications. Expertise in Excel preferred.
- Ability to work independently on assigned tasks and accept direction on given assignments
- Highly organized with dedication to accuracy and attention to detail
- Exceptional customer service orientation.

Additional Requirements

- Required to attend to business outside of normal working hours, as needed
- Required to conduct themselves in a courteous and professional manner at all times

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Acknowledgement:

_____ (employee)

_____ (date)