

South Eastern Council of Governments (SECOG)/South Eastern Development Foundation (SEDF)/Dakota BUSINESS Finance (DBF)

Title:

Paraprofessional Bookkeeper

Hiring Range:

\$17.05-\$23.07 per hour plus benefits

Job Description:

Responsibilities include, but are not limited to, providing the South Eastern Council of Governments, South Eastern Development Foundation, and Dakota BUSINESS Finance with general bookkeeping, loan servicing and human resource functions including: managing vendor accounts and files, issuing checks to vendors, reconciling credit card and bank statements, preparing monthly financial statements, processing employee reimbursements, preparing payroll and payroll tax filing, preparing amortization schedules and applying monthly payments from the borrowers, filing sales and use taxes, assisting with servicing two loan portfolios, spreading quarterly financial statements from the borrowers, maintaining employee benefits programs, and other tasks as needed.

Status:

Fulltime

Minimum Qualifications:

Graduation from a college or university with an associate or bachelor's degree in business or accounting or related field and 3+ years of experience in bookkeeping or accounting experience using Sage accounting software; or any such combination of education, experience, and training as may be acceptable to the hiring authority. Possession of a valid driver's license is required.

Deadline:

Send resume, cover letter, salary history (verified), and professional references in confidence to:

Lynne Keller Forbes, Executive Director
South Eastern Council of Governments
Dakota BUSINESS Finance
South Eastern Development Foundation
500 N. Western Ave, Suite 100
Sioux Falls, SD 57104

Or e-mail resume, cover letter, salary history, and professional references to: lynne@secog.org. Review of resumes and interviews of qualified applicants will begin immediately.

Complete Job Description:

Visit our website (www.secog.org) or (www.dakotabusinessfinance.com) for the full job description or to obtain further information about SECOG, the South Eastern Development Foundation and Dakota BUSINESS Finance.

SECOG is an equal opportunity employer. Employment offers will be subject to SECOG's pre-employment screening which includes, but is not limited to, the following: references check, education verification, Federal background check, sex offender list, and driving record.

South Eastern Council of Governments

Job Description

Job Classification

Paraprofessional Bookkeeper

FLSA Category

Non-Exempt

Title of Immediate Supervisor

Executive Director

Job Summary

Perform varied general bookkeeping, loan servicing and human resource work.

**Task
No.****Description**

1. Perform a variety of general bookkeeping and human resource functions supporting the South Eastern Council of Governments, the South Eastern Development Foundation, and Dakota BUSINESS Finance using Sage Accounting Software.
2. Develop system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures.
3. Maintain subsidiary accounts by verifying, allocating, and posting transactions.
4. Balance subsidiary accounts by reconciling entries.
5. Maintain general ledger by transferring subsidiary account summaries.
6. Balance general ledger by preparing a trial balance; reconciling entries.
7. Maintain historical records by filing documents.
8. Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
9. Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; and advising management on needed actions.
10. Prepare a variety of monthly, periodic, and annual financial and statistical reports and account summaries.
11. Payroll and sales tax preparation.
12. Assist in preparation of year end closings and accompanying financial reports.
13. Maintain and track fixed asset inventory control records for the organization.
14. Participate in the year-end audits; compile and prepare supporting schedules, work papers, and financial reports as requested by auditors.
15. Prepare amortization schedules and apply monthly payments from borrowers.
16. Assist with servicing two loan portfolios and spreading of quarterly financial statements.
17. Maintain employee benefits programs.
18. Provide orientation for new employees.
19. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve issues in an efficient and timely manner. Provide responsible staff assistance to staff; perform other duties as assigned.

Minimum Qualifications

Graduation from a college or university with an associate or bachelor's degree in business or accounting or related field and 3+ years of experience in bookkeeping or accounting experience; or any such combination of education, experience, and training as may be acceptable to the hiring authority.

Possession of a valid driver's license is required.

Preemployment Screenings

Preemployment screenings include, but are not limited to, the following: references check, education verification, Federal background check, sex offender list, and driving record.

Knowledge, Skills, and Abilities

Knowledge of:

- General and governmental accounting and auditing principles, theory, and procedures.
- Business office practices.
- Working knowledge of computer spreadsheet and word processing applications and Sage Accounting Software.

Ability to:

- Interpret and apply business and governmental laws and regulations.
- Prepare comprehensive, clear, and concise accounting and statistical reports.
- Operate standard office equipment.
- Read and interpret financial reports.
- Work independently.
- Exercise judgment.
- Communicate effectively in writing.
- Communicate effectively orally.
- Learn specific accounting information systems.