



## **FLIPANY**

### **Florida Introduces Physical Activity and Nutrition to Youth**

**Position Title:** Part-Time Bookkeeper  
**Reports To:** President/CEO; Finance & HR Officer  
**Position Type:** Part-time, non-exempt- no more than 20 hours a week

FLIPANY is a non-profit organization whose mission is to empower youth and their families through physical activity and nutrition education programs while raising awareness and creating policies for a healthier, more food-secure community.

#### **Position Overview:**

FLIPANY is seeking a part-time bookkeeper to work at the FLIPANY office on financial reporting as described in the list of responsibilities below. This person should support the agency's mission and goals and be willing to work in a dynamic, fast pace environment. This position requires a highly motivated person who has the ability to develop and implement processes, adhere to realistic timelines, and successfully handle multiple projects and deadlines as well as consistently produce high quality work with proven results. Position requires someone who is professional, able to collaborate with multiple staff members and is eager to grow with us.

#### **Job Description:**

Position will be to perform financial duties and related services as described below:

#### **Responsibilities:**

Full cycle accounting and finance knowledge

- Insures that *the* financial records are maintained in accordance with generally accepted accounting principles and as required by government regulations, including relevant OMB circulars, such as A-110, A-122 and A-133, Code of Federal Regulations (CFR) as applicable.
- Oversees the monthly close cycle to insure timely and accurate financial statements.
- Insures all balance sheet accounts are reconciled on a monthly basis.
- Insures all statistical accounts are up to date and accurate.
- Reviews schedules and analyses for year-end audit. Insures filing system for relevant financial records.
- Assist in the coordination of all fiscal reporting activities as needed by Finance & HR Officer.
- Coordinate and assist on all financial audits.
- Prepare checks for disbursement and approval.
- Record all income, expenses, A/P and A/R.
- Track credit card transactions (including processing employee's credit card receipts for program expenses)
- Prepare bank deposits and make deposits per approval by CEO and/or Finance & HR Officer.

## **Qualifications:**

The requirements listed below are representative of the knowledge on program quality and results.

Minimum and at least 3 years of experience.

- Proficiency with Quickbooks
- Proficiency with MS word, Excel and Outlook
- Capacity to work under pressure, manage multiple projects simultaneously, and meet deadlines
- Strong organizational skills
- Ability to work independently
- Ability to lead, to follow, and the ability to know when those different skills are needed
- Ability to collaborate with both volunteers, staff, donors, supporters, the Board of Directors
- Excellent verbal and written communications skills at a professional level
- Creativity in problem resolution and an open-mind to new ideas

The Bookkeeper reports directly to the President/CEO and Finance & HR Officer; may be required to attend staff and grant meetings as well as Board meetings from time to time.

Hourly salary up to \$20/hr., commensurate with experience.

This job description should not be construed to imply that the requirements listed are the exclusive standards of the position. FLIPANY reserves the right to assign or delegate other tasks as necessary.

## **Application Information:**

To apply for this position and to qualify for an interview, the following are required:

1. Cover letter
2. Resume

The Application packet should be sent to: FLIPANY 1777 N. Dixie Highway Fort Lauderdale, FL. 33305  
Or email to: Ben Prayz [BPrayz@flipany.org](mailto:BPrayz@flipany.org)

FLIPANY is a Drug Free Workplace and Equal Opportunity Employer