

We are currently seeking a detail-oriented individual to serve as Isles' Bookkeeper. This position will play a critical role in Isles' operations by performing all accounts payable and receivable functions in a timely manner. We seek an experienced professional with strong analytical, time management and communication skills who will be adaptable to change and who will thrive in a fast-paced environment. S/he must welcome the challenges associated with working in a multi-service organization supported by a large number and type of funding sources.

The Bookkeeper reports to the Assistant Finance Director. S/he will have the opportunity to join a dynamic and highly accomplished team at one of the most innovative and successful nonprofits in the region.

Essential Functions of the Position:

- Ensure that all vendor invoices are processed timely and accurately with appropriate documentation and approvals
- Ensure that invoices are appropriately coded for general ledger and grant reporting
- Communicate with vendors as needed and take initiative to obtain needed information
- Process complex vendor allocations by spreadsheet and ensure timely payments
- Research and resolve invoice discrepancies and payment issues
- Maintain and create accounts payable aging
- Perform account receivable functions including invoicing, deposits, collections, and revenue recognition
- Transmit related reports and documents as needed
- Work with team to automate accounting processes for higher efficiency

Base Qualifications for the Position:

- Associates degree in accounting or higher preferred
- At least 3 years related work experience, preferably in the non-profit sector
- An understanding of GAAP
- Complete discretion with private, personal, and confidential information required
- Expertise in Microsoft Excel; proficiency in Outlook and Word required
- Knowledge of MIP accounting software preferred
- Ability to work independently and collegially in a fast-paced, goal-oriented environment
- Excellent analytical skills, thoroughness and attention to detail

Applicants should email cover letter and resume to hr@isles.org. Application materials should demonstrate why you're a good fit for this position and what *specific* skills, experience, talents, and interest you'll bring to the table.