

**GIRLS INC. OF METRO DENVER**  
*Inspiring all girls to be strong, smart and bold*

**Job Description/Announcement**

**Position:** Part-Time Bookkeeper (16-20 hours per week)  
**Responsible to:** Director of Finance  
**Location:** 1499 Julian Street, Denver, CO 80204

*The mission of Girls Inc. of Metro Denver (GIMD) is to inspire all girls to be **Strong, Smart, and Bold.***

*GIMD is committed to inclusiveness and anti-oppression on all levels of our organization. This gives integrity and validity to our mission as well as power and effectiveness to our programs. It allows us to address the root causes of social issues that affect the girls we serve. At GIMD we serve all girls, therefore we have to be inclusive of all communities, cultures and experiences. Without inclusiveness, we will never reach the full potential and power of our programs.*

**Summary of Position:**

A part-time Bookkeeper will support GIMD's Finance Department with general bookkeeping, reporting, and financial administrative needs for the organization and its social enterprise coffee business, Bold Beans.

**Primary Responsibilities:**

Bookkeeping Tasks:

- Enter check and cash deposits into Quickbooks
  - Collect and process checks and cash from front desk
- Access online bank ACH/Direct deposits and process to development department
- Enter Square deposits into Quickbooks and process to development department as needed
- Enter ACH/Direct deposits into Quickbooks
- Process deposits for bank deposit
- File bank deposit backup/documentation
- Reconcile front desk payments/deposits with data tracking report
- Process Check Requests & Vendor payments
- Process credit card charges / enter into Quickbooks
- File Check Request & Vendor payment stubs/documentation; add'l filing as needed
- Enter petty cash receipts into Quickbooks and reconcile cash box monthly

Payroll/Personnel:

- Collect staff payroll documents and process semi-monthly with GIMD's payroll company as needed
- Enter payroll into Quickbooks
- Update Personnel forms/templates as needed
- Assist in document preparation for new and departing staff

Bold Beans Social Enterprise:

- Enter deposits into Quickbooks
- Enter credit card charges/invoices into Quickbooks
- Process vendor payments as needed
- Provide weekly formatted Inventory spreadsheet to the Manager of Social Enterprise
- Enter inventory updates into Quickbooks
- Provide monthly inventory/cost of goods sold/waste report and research issues as needed
- Report and pay the monthly city sales tax
- Report and pay the quarterly state sales tax
- Inventory assessment (cost of goods sold, waste, etc...) research report
- Assist the Director of Finance with additional reporting for the Social Enterprise program as needed

Additional Projects:

- Assist in document preparation for the Annual Audit
- Assist in bi-annual review of Employee benefits' plans
- Assist in bi-annual review of Scholarship accounts
- Assist in bi-annual review of Retirement accounts
- Archive files/documents as necessary and in compliance with document retention guidelines

Other Bookkeeping Tasks:

- Assist with grant reporting needs
- Assist with monthly budget reporting needs
- Assist with annual budgeting process as needed
- Other duties as assigned

**Qualifications:**

- 3-4+ years bookkeeping experience
- Intermediate to advanced knowledge of Quickbooks
- Exceptional level of attention to detail
- Proactive, outgoing, enthusiastic and dependable
- General understanding of GAAP and Sarbanes-Oxley
- Able to regularly and effectively communicate by e-mail
- Able to interact positively with a variety of people with various cultural backgrounds and economic experiences
- Exhibit commitment to social justice and an anti-oppression framework
- Demonstrate commitment to the mission, vision, and advocacy statements of Girls Inc. of Metro Denver

**Status:** Part-Time, non-exempt, hourly position.

**Schedule:** Consistent schedule of up to 16 hours per week – same day/same time each week

**Salary:** \$18-\$20 per hour DOE

**Application Requirements:** Cover Letter, Resume & References

**Start Date:** This position is available for an immediate start.

***Equal Opportunity Employer***

*Girls Inc. of Metro Denver is committed to diversity in principle and practice, both in the community at large and within the organization. We are, therefore, committed to having our internal operations and employment practices administered on a non-discriminating basis inclusive of, but not limited to, race, religion, color, socio-economic status, gender, age, sexual orientation, military or veteran status, physical or mental disability, marital status, or national origin.*