



## Bookkeeper Assistant

### Job Description

Team Member:		Supervisor:	Finance Coordinator
<b>FLSA (Exempt/Non-Exempt):</b>	Hourly, Non-Exempt	<b>Position (full or part-time):</b>	Part Time
<b>Location:</b>	Hi-Crest area	<b>Travel Required:</b>	Local
<b>Hours:</b>	15-20 hours/week	<b>Supervises:</b>	None
<b>Last Updated (date &amp; by):</b>	12/18/2025	<b>Starting wage:</b>	\$20-\$23/Hour

#### **SENT's Mission:**

Intentionally walking beside neighbors through loving relationships and strategic development to accomplish the holistic transformation of neighborhoods in Shawnee County.

#### **SENT's Vision:**

Wholistic transformation of neighborhoods in Shawnee County.

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#### **Primary interactions with:**

Operations Director, Finance Coordinator, SENT staff and leadership, funders, and vendors.

#### **Work schedule:**

Part-time hours are necessary to complete work assignments. The schedule is flexible, with some required coordination during standard business hours.

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#### **Position Mission**

The Part-Time Bookkeeper supports SENT's mission by ensuring financial stewardship through accurate bookkeeping, timely reporting, and strong internal controls, allowing programs and staff to focus on serving neighbors and advancing community impact.

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#### **Bookkeeping & Finance Responsibilities**

- Support the Finance Coordinator with basic bookkeeping and administrative finance tasks.
- Assist with data entry into accounting systems (e.g., QuickBooks), including expenses, invoices, and deposits.
- Help organize receipts, documentation, and supporting materials for reconciliations and reports.
- Assist with tracking program expenses, simple spreadsheets, and internal records.
- Support the preparation of routine financial reports as requested.
- Maintain confidentiality and accuracy in all financial records and communications.
- Other related duties as assigned

## **Performance Measurements and Accountability**

Success in this role will be evaluated based on:

- Accurate and timely completion of bookkeeping tasks and reconciliations
- Reliable monthly and quarterly financial reporting
- Compliance with financial policies, grant requirements, and audit standards
- Maintenance of organized, audit-ready financial records
- Professional communication and collaboration with staff and partners

## **Qualifications: (Knowledge, Skill, and Ability)**

- High school diploma or equivalent required; associate degree or coursework in accounting or finance preferred
- 2+ years of bookkeeping or accounting experience, preferably in a nonprofit setting
- Proficiency in accounting software (QuickBooks preferred)
- Strong spreadsheet skills and proficiency with Microsoft Office and Google Workspace
- High attention to detail and accuracy
- Ability to handle confidential information with discretion and integrity
- Strong organizational and time-management skills
- Ability to work independently with minimal supervision
- Clear written and verbal communication skills

## **Physical Demands**

- Primary duties are performed in an office environment
- Ability to sit and work on a computer for several hours at a time
- Ability to communicate effectively by speaking and listening
- Ability to concentrate on detailed information and manage multiple tasks
- Occasional light lifting (up to 15 pounds), such as files, materials, or equipment
- Frequent use of hands to type, handle papers, and operate standard office equipment
- Vision abilities required include close vision and the ability to read from screens and printed materials

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## **Work Environment:**

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job.

- Office environment: majority of time spent in a pleasant, indoor environment with good lighting and temperature control.
- This is a non-smoking work environment, including all premises and other such areas.

I can perform this job without accommodation.  
 I need an accommodation to perform this job.

I have read and understand all aspects of the Job Description and agree that I am fully capable of performing the essential functions as outlined. If accommodation is necessary, I will speak with the appropriate individual. I agree to perform to the best of my ability.

This job description is only a summary of the typical functions of this position, not an exhaustive nor all-inclusive list of all possible job responsibilities, tasks, duties, knowledge, skill, and ability required to perform this job. Responsibilities and requirements may vary. This job description does not state nor imply that these are the only activities to be performed by the team member holding this position. Staff are required to follow other job-related instructions and

perform other job-related responsibilities as requested by management. Job descriptions are not intended to and do not create employment contracts. SENT maintains its status as an at-will employer. Team members can be terminated at any time, for any reason not prohibited by law.

Team Member signature:

Date submitted:

By checking this box, I verify the above is my electronic signature