

Position Title: **Bookkeeping Assistant**
non-Management

Location: Minsi Trails Council 991 Postal Road, Allentown PA

Job Summary: Part time position assists the Council controller with the responsibility for the bookkeeping services of the Minsi Trails Council, Boy Scouts of America. Women and Minority candidates are strongly encouraged to apply.

Hours: Non-Exempt Hourly
Maximum 29 hours per week, 1405 annually
Hours of business operation, weekday Monday – Friday 9 am to 5 pm

Primary Job Functions:

Primary functions: Check and verify cost accounting, accounts payable or expense charge records. Prepare invoices and vouchers, type, file, and balance accounts payable and accounts receivable records. Uses office automated systems to input and post data, generate reports, conduct specialized research projects, and respond to inquiries. Reconcile difficult accounts, prepare withholding transmittals and reports, generate, and distribute checks and/or process electronic payments as directed, produce special reports. Maintain a complete and systematic set of transactions in a specific phase of accounting.

Primary Job Functions:

Accounts Payable processing

- Full charge entry & processing
- Matching delivery tickets, receipts, etc.
- Verify non-duplication of payments
- Confirm approvals
- Confirm coding
- Compile payment obligations for review and payment scheduling
- Prepare/process checks/payments
- File
- Confirm positing to financials
- Maintain record retention in accordance with policies
- Maintain vendor W-9 information
- Perform 1099 data reviews for approval and processing
- Provide PA Tax Exemption documents to vendors
- Prepare Credit Applications for review and approval
- Prepare and maintain Purchase Order tracking
- Maintain Capital Projects Cost binders
- Maintain & track fixed assets, tools & equipment inventory binders

Track field receipts

Assist Controller with camp Cash Receipts reconciliation

Provide back-up support for Certificates of Insurance

Assist with month-end account reconciliations

Assist Controller as needed with filing, fiscal documentation, communication, and reports

Essential Job-Related Skills:

- Well organized, ability to multitask.
- Ability to work with online database programs and platforms.
- Willingness and ability to work with both volunteers and staff members. Team Player
- Microsoft Excel and Word skills and experience is required.
- Ability to learn skills relating to computer skills and computer operations.
- Capable of planning for upcoming tasks without immediate supervision.

- Friendly and customer oriented.

Requirements:

- Must be willing to accept and meet the Boy Scouts of America's leadership and membership standards and subscribe to the Scout Oath and law.
- Attained 21 years of age or older unless prohibited by any applicable law.
- Must maintain as confidential all confidential information.
- A Scouting background is helpful but not required for employment.
- Employment is subject to criminal and reference background checks.

Compensation:

- Hourly

Email resumes to: Noreen.davis@scouting.org