Position Title: Bookkeeper & Payroll Specialist

Position Summary: Cat Care Society is looking for a part-time Bookkeeper and Payroll Specialist to join the team! This is an excellent opportunity for someone who has at least five (5) years of experience in bookkeeping to join a growing, fast-paced non-profit animal shelter. As an organization, CCS is focused on building innovative financial processes that provide transparency, accountability and integrity.

Salary: $23 - $28/hour @ 32 hours/week

Reports To: Executive Director

About CCS: Cat Care Society is a limited-admission non-profit cat shelter located in Lakewood, Colo., that was founded in 1981. Throughout our 40-plus year history, we've worked to provide adoption services and life-saving medical treatment to cats in need in Colorado while providing community engagement to people who love cats. Our unique and free-roaming approach views all cats as worthy; none are too old or ill to be valued, loved and treated with dignity.

Role Responsibilities:

- Processes invoices and checks, reconcile credit cards, enter receipts and reconcile bank statements
- Processes donations of cash, checks, credit cards, etc., deposit funds at bank, and properly acknowledge each donation by sending a receipt or acknowledgement letter
- Creates weekly, monthly, quarterly and annual financial statements including profit and loss, balance sheet, cash flow spreadsheets and budget organization
- Communicates with vendors regarding invoice discrepancies
- Light HR duties, including setting up of new employees payroll and contractor payment accounts in payroll system: ensuring that tax forms and information are gathered and entered correctly
  - Works with payroll systems to ensure time, attendance and relevant policies are up to date

- ○ Works closely with payroll system to resolve staff access and dashboards
- ○ Processing of monthly and bi-monthly payroll for employees
- Works with executive director, finance committee and treasurer to create annual budget
- Assists with financial-related projects
- Works with executive director and board treasurer to ensure that the chart of accounts is set up accurately and that accounting yields meaningful and accurate reports
- Takes initiative to document and regularly assess policies, procedures and software systems to facilitate efficiency, compliance, strong internal controls, and growth of the organization
- Other duties as assigned

Qualifications:

- Comprehensive knowledge of account reconciliation
- Command of Accounts Payable (AP)
- Demonstrated knowledge of payroll
- Adeptness in data entry
- Deep understanding of Accounts Receivable (AR)
- Proven experience in financial analysis, forecasting, budgeting, cost accounting, bookkeeping and payroll
- Proficiency in Microsoft Excel, QuickBooks and/or previous financial software experience
- Excellent follow through skills and executes tasks with high level of precision and accuracy
- Effective interpersonal communication and presentation skills
- Ability to work collaboratively with various levels of the company

Education & Experience:

- 5 years of experience in bookkeeping; non-profit experience preferred.

Working Conditions:

- Work is performed in an office and medical center/animal shelter environment.
- Animal contact and related injuries may occur.

Schedule: This is a 32 hour a week position; schedule is flexible pending payroll schedule and other needs. Opportunity to work from home when appropriate.

Benefits:

- Medical, dental and vision insurance and 401k available to regular, full-time employees
- PTO accrual based on hours worked
- Employee Assistance Program (EAP)
- Professional development assistance
- Employee discount on Meow Mart
- Discounts on Hill's cat food for your own pets
- Bilingual staff members receive $1 more per hour than the listed range

Note:

- We value diverse experiences, perspectives and abilities, and therefore we highly encourage individuals of all backgrounds to apply.

To Apply: Email EC Michaels, Executive Director at ecmichaels@catcaresociety.org