



Title: Bookkeeper/ Office Manager II
Location: CCI Boise Office
Salary: Range 4
Type of Employment: Exempt, part-time (30 hours a week)
Reports to: Executive Director; Contracted Accounting Firm

JOB OVERVIEW

Provides bookkeeping, payroll, human resource, office management, and executive/administrative/fundraising support functions for Catholic Charities of Idaho.

DUTIES AND RESPONSIBILITIES

Bookkeeping/Payroll

- Provide onsite, day-to-day support for financial transactions: to include accounts payable, accounts receivable, and cash receipts as required.
- Track credit card expenses and complete monthly credit card reports.
- Assist contract accountant with quarterly financial statement reconciliation processes.
- Process semi-monthly payroll through payroll service Gusto.
- Prepare annual budget with assistance of the Executive Director, program directors, and contracted accountant firm.
- Maintain 1099 and vendor contract records, and support of contract accountant with preparation of annual 1099s.
- Bill program grants and contracts as needed.
- Support separation of duties in agency financial functions related to payment receiving and bank deposits.
- Assist in reconciliations between donor database and accounting database.
- Support the efforts and information gathering for the annual audit.
- Assist contracted accounting firm with quarterly and year-end financial reconciliation processes.

Human Resources

- Provide onsite support for employee onboarding/offboarding and other human resource benefit processes.
- Support the Executive Director and hiring managers with hiring activities, including ad placement, degree validation, background checks, and onboarding paperwork.
- Create and maintain onsite employee records and related human resource related checklists.
- Provide on-site information about employee benefits plans and coordinate with the Diocese of Boise representatives when changes occur; maintain clear communication with staff regarding benefit changes/updates.
- Work with program directors to support agency volunteer processes.

Office Management

- Support overall agency office operations.



- Assist Executive Director with management of CCI office environments.
- Handle facility related communication with appropriate property owners/managers, assigned facility vendors, including janitorial services, contracted IT support company, copier/printer contractors, and others.
- Oversee purchasing of supplies and equipment.
- Process and distribute CCI mail.
- Respond to authorized equipment purchasing needs.
- Maintain onsite agency vendor contract/lease files – including setup, updates and organization.

Executive/Administrative/Fundraising Support

- Provide support to the Executive Director as necessary.
- Assist with the preparation of month board meeting materials.
- Print and mail donor letters as prepared by the Development Office.

JOB QUALIFICATIONS

- A Bachelor or Associate degree in accounting, non-profit management, or related field preferred; payroll and resource experience preferred; or comparable experience.
- Strong organizational and interpersonal skills essential.
- Ability to retain information and open to training. Detail oriented; responsible for assigned work.
- Nondiscriminatory attitude regarding people and ability to work with all populations.
- Ability to maintain a high level of confidentiality around personnel, business matters, and financial information.
- Strong teamwork skills; flexible, collaborative, and willing to learn; good problem-solving skills.
- Commitment to agency mission essential.
- Experience working with QuickBooks Online required, proficient with MS Excel, Word, PowerPoint, and Adobe required.

ADDITIONAL STANDARDS

- Maintain professional attitude and appearance.
- Loyalty, dependability, and punctuality.
- Ability to drive and utilize agency or personal vehicle for work purposes.
- Possess a valid Idaho Driver's License and proof of vehicle insurance.
- Criminal history clearance.