



Employment Opportunity Osteogenesis Imperfecta Foundation

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Bookkeeper

Are you looking for a career opportunity that directly impacts the lives of people living in your community? The Osteogenesis Imperfecta Foundation has an opening for a bookkeeper to help support our work to raise revenue and awareness of this rare genetic disorder. Visit www.oif.org for more information on OI.

You would be joining a team of professionals dedicated to the mission of the OI Foundation and the people we serve. The open position is based in the OI Foundation's national office in Gaithersburg, Maryland.

Position Summary: Under the direction of the CEO, the Bookkeeper is responsible for ensuring that all aspects of the general accounting duties of the OI Foundation are carried out with accuracy and efficiency.

Primary Responsibilities:

- Manage and oversee the daily accounting operations
- Review all postings to the GL, classes and jobs in QuickBooks
- Prepare weekly payables
- Work with payroll vendor
- Reconcile bank statements and maintain cash balances
- Post journal entries, maintain GL schedules
- Prepare weekly cash flow reports
- Maintain all accounting files including grant agreements and vendor agreements
- With oversight prepare materials for annual audit and annual budget

Additional Duties:

- Support events and activities of the OI Foundation as needed
- Prepare annual charitable registration applications
- Work with CEO to maintain up to date insurance for directors and volunteers

Skills and Experience:

- Must be comfortable preparing journal entries
- Be proficient with QuickBooks software
- Must have GAAP knowledge

Education:

- Five or more years work experience with general accounting practices
- Five or more years work experience producing financial statements
- HS Diploma required/Associates Degree or Bachelor's Degree preferred