

# **ICE IN PARADISE**

| <b>JOB DESCRIPTION</b>        |            |              |     |
|-------------------------------|------------|--------------|-----|
| Job Profile Name              | Bookkeeper | Job Code     | BK1 |
| Supervises ≥ 1 direct report? | No         | Comp Grade   | BK1 |
| Date Created                  | 11/15/2021 | Date Revised |     |

| <b>SUMMARY</b>   |
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| The Bookkeeper is responsible for preparing, supporting, and maintaining weekly, monthly, quarterly and yearly accounting functions, reconciliations, AP, AR, completing government fillings, reporting, and other accounting functions. |

| <b>% OF TIME</b> | <b>DUTIES AND RESPONSIBILITIES</b>   |
|------------------|--|
| 50%              | Perform routine bookkeeping practices <ul style="list-style-type: none"> <li>● Weekly, monthly and quarterly processes</li> <li>● Maintain and balance general ledger</li> <li>● Keep books clean and up to date</li> <li>● General accounting and administrative support</li> </ul> |
| 20%              | Prepare and support on government fillings <ul style="list-style-type: none"> <li>● Workers compensation</li> <li>● 990</li> <li>● Grant preparation</li> <li>● Audit</li> <li>● 1099's</li> </ul>   |
| 20%              | Support other admin functions <ul style="list-style-type: none"> <li>● Development and fundraising campaigns</li> <li>● Projects and reports</li> </ul>  |
| 10%              | Prepare reports and documents for the Board and General Manager <ul style="list-style-type: none"> <li>● Statement of activity</li> <li>● Statement of financial position</li> <li>● Donation tracking</li> </ul>  |

| <b>QUALIFICATIONS</b> |
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| <b>Education &amp; Any Certifications Required</b>     | BS Degree in accounting, finance, or business administration  |
| <b>Year(s) of Experience &amp; Background Required</b> | 3+ years experience in bookkeeping  |
| <b>Functional &amp; Technical Competencies</b>         | 3+ years experience in QBO<br>Experience in Microsoft Office and Excel<br>Ability to learn new software |

| <b>ADDITIONAL POSITION DETAILS</b> |                 |          |                 |
|------------------------------------|-----------------|----------|-----------------|
| Position Reports To:               | General Manager | Country  | US              |
| Overtime Eligible?                 | Yes             | Location | Ice in Paradise |

| <b>ADDITIONAL POSITION DUTIES AND RESPONSIBILITIES</b> |
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| <b>PHYSICAL REQUIREMENTS</b> <i>(Required for all US positions)</i> |
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*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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| <b>Strength Requirements</b>              | <input type="checkbox"/> There are no lifting requirements for this position.<br><input checked="" type="checkbox"/> This position requires the ability to lift and/or move up to _____ pounds with the following frequency:<br><input checked="" type="checkbox"/> Regularly <input type="checkbox"/> Frequently <input type="checkbox"/> Occasionally<br><input type="checkbox"/> Other: _____   |
| <b>Movement Requirements</b>              | <input checked="" type="checkbox"/> Standing for prolonged periods<br><input checked="" type="checkbox"/> Stooping<br><input checked="" type="checkbox"/> Reaching<br><input checked="" type="checkbox"/> Handling<br><input checked="" type="checkbox"/> Climbing<br><input checked="" type="checkbox"/> Balancing<br><input checked="" type="checkbox"/> Crawling<br><input type="checkbox"/> Feeling<br><input type="checkbox"/> Other: _____ |
| <b>Auditory &amp; Vision Requirements</b> | <input checked="" type="checkbox"/> Working in a loud environment<br><input checked="" type="checkbox"/> Working on a computer<br><input type="checkbox"/> Visually judge distances or read from a distance<br><input checked="" type="checkbox"/> Speaking publicly<br><input type="checkbox"/> Other: _____  |