

**Job Description:** Bookkeeper (Part-time)

**Category:** Hourly (less than 20 hours per week), Non-Exempt

**Location:** Norcross, Georgia

**Closing:** Position will remain open until filled.

**BlazeSports America** is a non-profit organization located in Norcross, Georgia, is the legacy organization of the 1996 Atlanta Paralympic Games. Our mission is to change the lives of children, adults and veterans with a physical disability through adaptive sport and physical activity. BlazeSports provides direct service adaptive sport programs throughout Metro Atlanta, nation-wide training and education for service providers and sport for social change initiatives internationally. BlazeSports America is a dynamic, team-oriented organization of professionals dedicated to improving the lives of children, adults and veterans with a physical disability through adaptive sports and physical activity.

**POSITION SUMMARY:** Working under the supervision of the Director of Operations and Evaluation, the bookkeeper is responsible for the day-to-day operation and maintenance of the financial records (general ledger). This position is part-time (20 hours per week) and is based in BlazeSports office in Norcross, Georgia. This position works in close collaboration with BlazeSports Executive Director, Leadership Team and staff.

**DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Conducts all duties associated with bi-weekly/weekly accounts payable including: interacting with staff and vendors; processing invoices, check requests, expense reports; expense coding; and data entry.
- Conducts all duties associated with accounts receivable including: preparing and submitting invoices to federal and state agencies, and private funders; performing bank deposits; weekly batch reports and tracking and following up on all accounts receivables.
- Performs monthly bank reconciliations for BlazeSports America bank accounts.
- Performs monthly credit card reconciliations.
- Processes cash disbursements and assists in cash management.
- Assists in 1099 preparation.
- Assists with preparing annual audit schedules.
- Assists with any government audit that may occur.
- Gathers all necessary financial reporting to federal and state agencies, as needed.
- Maintains business and accounting filing system, and personnel files.
- Assists with onboarding of new employees.
- Performs special projects and duties as assigned.

#### **MINIMUM REQUIREMENTS**

- Accounting degree (or an equivalent degree) with at least three years of accounting operations experience preferably with a non-profit organization.
- Good knowledge of standard accounting practices.
- Knowledge of Sage/Abila Accounting Software, Microsoft Word and Excel are required.
- Ability to maintain strict confidentiality and communicate in a professional manner with BlazeSports staff, funders and vendors.
- Must possess a keen attention to detail and a commitment to high quality work.
- Excellent organizational and follow-through skills, ability to multi-task, prioritize and work under deadlines.
- Solid communication (both verbal and written) skills.
- Ability to deal effectively with a variety of people and work in a team environment.
- Interest in serving individuals with disabilities or adaptive sport a plus.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

The physical requirements and work environment 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. This position requires the manual dexterity sufficient to operate phones, computers and other office equipment. The position requires the physical ability to kneel, bend and perform light lifting. This person must have the ability to write and speak clearly using the English language to convey information and be able to hear at normal speaking levels both in person and over the telephone. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus. Generally, the working conditions are good with little or no exposure to extremes in health, safety hazards and/or hazardous materials. The work is performed in an office setting.

BlazeSports America provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, or any other characteristic protected by law.

**INTERESTED APPLICANTS**

Please forward resumes and cover letters to [mgalic@blazesports.org](mailto:mgalic@blazesports.org) with BOOKEEPER POSITION in subject line. Only candidates selected for an interview will be contacted.