



GPCA POSITION DESCRIPTION

Title: Bookkeeper

Reports to: Director of Finance & Administration

Effective: February 2024

Classification: Non-Exempt (Hourly)

Background:

The Garfield Park Conservatory Alliance (GPCA or the Alliance) was incorporated in 1998 as a private, non-profit organization committed to the restoration and revitalization of the Garfield Park Conservatory. While the Conservatory is owned and operated by the Chicago Park District, the Alliance is responsible for developing and funding quality education programs and events, promoting community engagement and enhancing visitor services. In its 25+ years, the Alliance has facilitated exponential growth at the Conservatory, offering 450 public programs annually and welcoming over 325,000 visitors in 2023 - including 15,000 school children.

Summary:

The Bookkeeper supports Garfield Park Conservatory Alliance, a non-for-profit organization, in day-to-day functioning through financial management, especially purchasing, cash management and payroll, and general support.

The Bookkeeper maintains a positive working environment through organization and support of team members. Primary duties include bookkeeping, administrative and payroll duties. The Bookkeeper should be a team player and seek ways to enhance Garfield Park Conservatory Alliance through supporting team members and the overall functioning of GPCA.

Duties and Responsibilities:

1. Complete financial activities and maintain appropriate financial records.
 - General Bookkeeping duties include cash handling, accounts payable, journal entries and accounts receivable.
 - Owner of the accounts payable and accounts receivable process
 - Cash management and reconciliation with fundraising department and gift store.
 - Assist in Reconciling General Ledger accounts including balance sheet and income statement.
 - Be a steward for GPCA funds.
 - Manage the purchase order process, which includes weekly follow up.
 - Perform month-end close task and meet monthly deadlines.
 - Make Sales-Tax payments for the Gift Shop

- Assist in the preparation and assist during the annual financial audit.
2. Provide administrative support to the office and team.
 - Support daily functioning of office spaces (i.e. copier maintenance, mail distribution, etc.)
 - Monitor supply inventory and purchase supplies as needed.
 - Assist with companywide communications such as accounting policies and updating the staff directory.
 - Assist in Onboarding/Offboarding of staff members and keep key stakeholders informed.
 3. Positively represent Skills to Succeed
 - Uphold GPCA Values
 - Follow GPCA policy and procedures.
 - Communicate positively and clearly with your supervisor and coworkers.
 - Meet established timelines and deadlines.
 - Maintain satisfactory attendance to meetings.
 - Complete duties assigned by supervisor or designee.

Qualifications:

- A minimum of 3 years of experiences as an Bookkeeper/Administrative Assistant
- A minimum of an associate degree in Business Administration
- Highly organized team player who is positive and professional.
- Strong Computer skills including Office programs (intermediate word and excel skills).
- Experience maintaining financial records,
- Adhere to financial deadlines and reporting.
- Ability to pass criminal/Registry background checks.
- Attention to detail and problem-solving skills.
- Excellent time management skills and ability to multitask and prioritize work.
- Hours are generally Monday-Friday between 9:00 am to 5:00 pm but may fluctuate depending on work or deadlines. This is not a hybrid position.
- Reliable transportation a must, for bank deposits, post office travel, etc.

Compensation and Benefits:

- Compensation \$20 to \$23 hourly (35-40 hours a week)
- Benefits included medical, dental, vision, company paid short-term and long-term disability, and life insurance. We provide paid time off including: two weeks' vacation (accrued monthly and accessible within 90 days), 12 paid holidays, 6 personal days and paid sick time.

Current Systems in use:

- QuickBooks experience is a plus.

- NetSuite experience is a plus.
- ADP payroll processor
- Donor Perfect
- Safe Save
- Clover
- Xola

Garfield Park Conservatory Alliance (GPCA) is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind.

GPCA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at GPCA are based on the organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. GPCA will not tolerate discrimination or harassment based on any of these characteristics. GPCA encourages applicants of all ages.