



Position Description: Part-Time Full Charge Bookkeeper

Mission of Pathways:

Pathways provides a unique Christian program dedicated to enhancing the quality of life for adults with intellectual disabilities. We support each individual in achieving emotional, cognitive, physical, social, and spiritual growth to their fullest potential.

Position Summary:

The Part-Time Full Charge Bookkeeper is responsible for supporting the financial and administrative functions of Pathways, ensuring accuracy and integrity in all financial records. This role requires attention to detail and a commitment to the mission of the organization. The position **averages 15 hours per week**.

Key Responsibilities:

- Record all financial transactions, including income, expenses, and journal entries, and perform monthly account reconciliations.
 - Ensure weekly deposits are made and maintain proper documentation for all transactions.
 - Manage accounts receivable (A/R), including tuition, program fees, donor pledges, and waiver payments.
 - Invoice and collect payments from tenants for their portion of utility expenses.
 - Manage accounts payable (A/P), including vendor invoices, staff reimbursements, and other organizational expenses.
 - Input payroll-related journal entries into QuickBooks based on Paycom payroll reports (does not include payroll processing).
 - Communicate with families and guardians regarding tuition balances, late fees, Acumen/DHS voucher policies, and payment plans as needed.
 - Prepare monthly financial reports for internal review by the Executive Director and Board.
 - Assist in preparing documentation for the annual audit and filings, including IRS Form 990 and 1099.
 - Perform other duties and assume additional responsibilities as assigned.
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Skills and Qualifications:

- A strong and mature Christian faith, consistent with Pathways' mission.
 - Ability to maintain a positive, professional attitude with flexibility and adaptability.
 - Excellent communication, organization, and time management skills.
 - High level of accuracy and attention to detail.
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Education and Experience:

- Bachelor's degree required.
 - Proficiency in **QuickBooks**, Microsoft **Excel**, and **Word** required.
 - 3–5 years of experience in bookkeeping or financial management preferred.
 - Experience in the nonprofit sector is strongly preferred.
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Reporting and Relationships:

The Bookkeeper reports directly to the **Executive Director** and may occasionally assist other staff members, clients, and the Board of Directors.