



Elmbrook Humane Society, Inc.

JOB DESCRIPTION

Title: Experienced Bookkeeper

Reports to: Executive Director

Exempt Status: Non-exempt

PURPOSE OF THE JOB

To ensure the basic daily financial and personnel needs/requirements are successfully met. To maintain a commitment to the philosophies and policies of Elmbrook Humane Society (EBHS) in the performance of his/her duties and respect the dignity and basic rights of each animal. To support the mission of EBHS.

JOB RESPONSIBILITIES

- Process accounts payable to ensure timely and accurate payment.
- Prepare, at minimum, weekly deposits of daily receipts, EBHS store activity, gifts received via mail, and fundraising events.
- Process timecards, prepare payroll for review, make tax deposits and submit reviewed payroll to EBHS's financial institution.
- Prepare and send monthly invoices for animal control services to the respective municipalities EBHS contracts with. Maintain accounts receivable with these customers to ensure accounts receivable remain current.
- Assist with developing and maintaining policies and procedures as they relate to financial needs.
- Ensure timely preparation and remittance of applicable federal and state forms as they relate to the operations of EBHS, payroll, subcontractors, unemployment insurance, worker's compensation, etc.
- Responsible for maintaining all personnel and benefit files including but not limited to ensuring all new hire forms are on file and delivered to respective agencies, ensuring compliance with state and federal laws, participating in the new hire process, specifically all new hire forms, insurance benefits, review of employee handbook, etc.
- Assist with annual analysis of health, dental and other employee benefits.
- Act as a liaison to ensure quality relationships with all departments, volunteers, the public, and Board of Directors.
- Support an environment that encourages communication and collaboration among all staff and volunteer positions and a culture that is service-orientated, relationship-based, and donor-centered.
- All other duties as assigned.

QUALIFICATIONS

- At minimum, Associate Degree in Accounting.
- At minimum, three years of bookkeeping experience.
- Experience with QuickBooks and Microsoft Office.
- Commitment to EBHS Core Values:
 - Balance and Compassion. Uniting our heads and our hearts to impact relationships and make mindful decisions.
 - Ingenuity. Being innovative, resourceful, and thoughtful in caring for animals and people.
 - Collaborative. Working together to accomplish more.



- Integrity. Doing what is right even when no one is watching and setting the best example when they are.
- Respect. Recognizing the differences of and being kind to all animals and people.
- Able to work with minimal supervision.
- Computer literate and ability to operate office equipment.
- Excellent oral, written, and organizational skills with attention to detail.
- Professional public image.
- Able to work flexible hours, which may include weeknights and weekends.
- Valid WI Driver's License.
- Passion for issues relating to animal welfare.
- Able to lift and carry equipment and supplies in excess of 50 pounds.

WORK ENVIRONMENT

- Physical demands include:
 - lifting and moving animals and cages.
 - frequent movement, including but not limited to standing, walking, stooping, carrying heavy loads, movement of cages, restraining active animals, and operation of motor vehicle.
- Working conditions include:
 - possible exposure to dangerous, diseased, frightened, and injured animals.
 - possible exposure to potentially harmful chemicals and drugs.
 - working with strong cleaning agents on wet surfaces.
 - indoor and outdoor work in all weather conditions.
- Emotional demands include:
 - euthanasia.
 - animal abuse.
 - animal neglect.

Elmbrook Humane Society is an Equal Opportunity Employer.