

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION**  
**BOOKKEEPER**  
**Job Description**

**GENERAL DESCRIPTION**

The Bookkeeper position enables the Commission to make informed decisions about expenditures, investments, and cash flow so that it can meet its service and financial goals. The Bookkeeper records financial transactions, maintains financial records, fact checks financial data, updates financial statements, and translates financial system invoices to state and federal forms. This position ensures accounts are current and accurate, and uses accounting software, excel spreadsheets, and other tools to track and manage data.

The Bookkeeper works independently under the general direction of the Executive Director and provides information to the Director and the Executive Committee, and to other staff. It is the position's responsibility to deal regularly with, and represent the Commission to, a variety of outside institutions, government and insurance agencies, and vendors.

Work is primarily at the CVRPC office and attendance at limited evening meetings is required. Limited field work may be required. This is a part-time position for ~24-30 hours per week.

**CHARACTERISTIC DUTIES**

- Perform payroll functions in an accurate and timely manner, and submit payroll taxes.
- Conduct reconciliation of all accounts on an as needed basis.
- Maintain and balance the general ledger in an accurate, complete, and up-to-date manner.
- Perform all activities related to the accounts payable function including reviewing, coding, and processing payments.
- Perform account receivable functions including invoicing, deposits, collections, and revenue recognition.
- Prepare financial reports through collection, analysis, and summarization of data.
- Interpret and apply accounting policies, rules, and regulations to all work to ensure compliance with applicable standards.
- Comply with federal and state legal requirements by studying requirements; adhering to requirements; filing reports; and advising management on needed actions.
- Prepare for, coordinate, and participate in annual external audit and closing functions, indirect proposal preparation; and data compilation and analysis as part of budget planning.
- Provide bookkeeping support and interact with outside organizations served by the Commission, such as the Wrightsville Beach Recreation District, Cross Vermont Trail Association, Local Emergency Planning Committee #5, and any new customers.
- Communicate with internal and external stakeholders about financial issues.

- Pursue professional development opportunities.
- Prepare special reports and projects as requested.

### **TYPICAL KNOWLEDGE**

- Knowledge of bookkeeping practices.
- Knowledge of generally accepted accounting principles, practices, and procedures.
- Considerable knowledge of administrative practices.
- Knowledge of state and federal legislation and regulatory requirements.
- Knowledge of state and federal grant administration and compliance monitoring requirements.
- Considerable knowledge of relevant computer applications.
- Knowledge of data management and financial data analysis.

### **TYPICAL SKILLS**

- Knowledge of bookkeeping and accounting principles and best practices.
- Excellent data entry and record keeping skills.
- Maintains attention to detail.
- Exceptional organization skills; efficient data collection, review, and management.
- Able to deal with complex processes.
- Has problem-solving skills.
- Ability to communicate complex data in a clear way.
- Ability to communicate effectively orally and in writing.
- Ability to prioritize duties, work on several issues simultaneously, and meet firm deadlines.
- Ability to work independently and as part of a team is essential.
- Self-motivated to learn new concepts and to participate in new projects.

### **MINIMUM QUALIFICATIONS**

- Associate's degree in bookkeeping, accounting or related discipline plus at least three years in a similar position, or a combination of education and experience from which comparable knowledge and skills are acquired. Bachelor's degree in accounting or related discipline and/or Certified Public Bookkeeper license preferred.
- Very familiar with GAAP.
- Proficiency with QuickBooks and Microsoft Office products or similar.
- Knowledge of state and federal grant and contract administration highly desirable.
- US citizen or otherwise lawfully authorized to work in the United States.

*Adopted: 05/03/21*