

**Position Description**  
**BOOKKEEPER**

<b>Job Title:</b>	<u>Bookkeeper</u>	<b>Date:</b>	<u>June 2026</u>
<b>Department:</b>	<u>Administration/Accounting</u>	<b>FLSA Status: Exempt / Non-Exempt:</b>	<u>Non-Exempt</u>
<b>Reports To:</b>	<u>Comptroller</u>	<b>BSA Job Code:</b>	<u>7605</u>

**Position Summary:**

The Bookkeeper maintains accounting records and assists in the preparation of monthly and annual reports.

**Essential Functions:**

Accounts Payable / General Ledger Entry / Fixed Assets Records, among other focus areas. Record numerical and financial data; prepare journals and accruals; reconcile bank accounts, cash accounts, receivables, inventory, etc; maintain fixed assets. Check and verify cost accounting, accounts payable, accounts receivable, and payroll records. Prepare invoices and vouchers, type, file, post ledger and general journal entries, and balance accounts payable and accounts receivable records. Prepare tax deposits and reports, generate and distribute checks; produce special reports. Maintain a complete and systematic set of transactions in specific phases of accounting. Assist in research and sample production for the audit team, and other related accounting duties.

**% of Job Frequency**

Support other team members' understanding and use of the chart of accounts and other accounting tools, forms, and resources

90 Continual

5 Continual

Perform other related duties as necessary or assigned.

5 Periodic

Total 100

**Other Job Functions:**

Cross-train for other accounting positions in order to cover vacancies as needed

**Job Requirements:**

*Education* – Two-year accounting or related degree

*Experience* – Previous real-world accounting experience is preferred

*Skills* – Strong organizational and analytical skills. Strong Excel skills are mandatory. Ability to learn quickly and follow directions and processes, and flexibility to change tasks as needed. Work efficiently with minimal direct supervision. Oracle Peoplesoft and Blackbaud knowledge is helpful but not necessary. Systems training will be provided.

*Personal Relation Skills* - Must be able to positively interact with people daily; must be able to take constructive criticism, must be able to work well with others. Strong customer service skills for in-person, telephone, and email interactions with staff and vendors. Good communication/rapport-building skills and internal customer service ethic.

*Miscellaneous* - Must be able to get to work daily and on time and work hours needed to complete tasks on time. Professional appearance and conduct. A background check will be required, and routine performance evaluations are performed.

**Supervisory Responsibilities:**

N/A

**Volunteer Counterpart(s):**

N/A

**Work Location:**

Scouting America office in Beaverton, Oregon

**Equipment to be Used:**

Computers, scanners, copy machines, printers, calculators, telephones, cell phones, and other office equipment.

**Typical Physical /Mental Demands:**

Must be able to lift 50 pounds, sit 7 hours per day. Visual acuity to read information from computer screens, forms, and other printed materials and information. Hearing acuity for verbal communication, conversations, face-to-face interactions, and/or responses via telephone and telephone systems. Speaking ability for general communication and ability to clearly enunciate in conversations with others. Must be able to do simple math calculations. Must be able to analyze complex information. Reaching, pushing, pulling, fingering, grasping, feeling, talking, hearing, light work, reading, detail work, confidentiality, problem-solving, stress, training, math, reasoning, verbal communication, written communication, customer contact, multiple recurrent tasks, and frequent interruptions.

**Working Conditions:**

Work is indoors in a typical office setting. Work involves exposure to noise from normal office machinery and exposure to computer screens. The worker is not otherwise exposed to adverse environmental conditions.

**Additional Notes:**

n/a

*THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT*