



Bookkeeper:

NAMI Vermont is seeking a Bookkeeper. This is contract work one-two days per week. Send cover letter and resume to lemerson@namivt.org.

Key Roles and Responsibilities:

1. Maintain vendor files, contacts, contracts and relationships
2. Record bills in Quickbooks and maintain data integrity
3. Ensure timely payment of bills
4. Maintain accounts receivable files
5. Process and document weekly deposits in a timely manner
6. Prepare reconciliations in a timely manner
7. Prepare required materials and financial reports for Finance Committee - attend as needed
8. Assist in creating and monitoring the budget
9. Work with staff to insure budget adherence

Human Resources

1. Process bi-weekly payroll through vendor (ADP)
2. Collect staff timesheets and maintain personnel records
3. Manage employee benefits
4. Insure proper reporting of new hires and 1099's
5. Report 1099 distributions to payroll processor for any contractor receiving over \$600 a year in income or stipends and taxable mileage
6. Prepare SUTA reports, tax distributions reports and other tax paperwork as requested
7. Ensure Human Resources compliance in accordance with current state and federal regulations

Prior experience as a bookkeeper using QuickBooks with human resource experience.