



Atlanta BeltLine Partnership

Full Charge Bookkeeper

Position Description

About the Atlanta BeltLine Partnership

The Atlanta BeltLine is a sustainable redevelopment project that is among the largest, most wide-ranging urban revitalization programs currently underway in the United States. The project is creating a 22-mile loop of public parks, multi-use trails and transit along a set of historic railroad corridors.

The Atlanta BeltLine Partnership enables the Atlanta BeltLine project by raising funds from the private sector and philanthropic community, engages the public through programming and outreach, and empowers the residents of the 45 Atlanta BeltLine neighborhoods through targeted partnerships in the areas of health, housing and economic opportunity.

Led by a small core staff, The Partnership has accomplished its objectives via myriad partners, a network of specialized contractors, and hundreds of active volunteers.

Position Overview and Responsibilities

The Atlanta BeltLine Partnership is seeking a high performing and resourceful individual to serve as the Full Charge Bookkeeper. The Full Charge Bookkeeper plays a critical role in ensuring financial information is entered expediently and accurately to maintain strong relationships with donors, vendors, and partners as well as to enable staff to accurately measure performance against budgets and other financial goals.

S/he must have extensive knowledge of QuickBooks (Desktop version) and will be fully responsible for the full-cycle of accounting duties including accounts payable, accounts receivable, payroll processing and month end closing, including bank reconciliations and monitoring cash flow. The Full Charge Bookkeeper supports the Director of Finance and Capital Investments in month end reporting and budget reviews, mid-year forecasting, annual budgeting, annual audit and the Form 990. Other year end activities include processing 1099s, 1096 and the annual workers comp audit.

In support of a small, non-profit organization, the Full Charge Bookkeeper will also handle limited human resources and administrative responsibilities, including the potential entry of financial information in to Salesforce.

Reports To: Director of Finance and Capital Investments

Employment Status: Negotiable as Employee (W2) or Contractor (1099)

Salary and Benefits: Salary is commensurate with experience. The Atlanta BeltLine Partnership offers health insurance benefits and a retirement plan for full-time employees. If applying as a contractor, please include your hourly rate or equivalent proposal.

Accounting Responsibilities:

- General and Fund accounting
- Full-cycle Accounts Payable
 - Payables entry, using extensive G/L and classes
 - Internal purchase orders
 - Track restricted A/P
 - Check runs, including Positive Pay processing with SunTrust
 - Daily online treasury review
- Account Receivable
 - Post payments (cash/checks/stock/EFT/multiple giving platforms/multiple merchant services)
 - Limited invoicing (sponsorships, pledges, related-party expense)
 - Team reports; sales and budget vs actual, ad hoc as needed
 - Salesforce entry in coordination with Development team
- Payroll Processing
 - Report payroll
 - Post payroll journal entries
 - Manage deductions
 - Annual W2 mailout
- Inventory
 - Oversee quarterly physical inventory, maintain process
 - Month-End activities
- Sales & Use Tax
 - Process quarterly sales and use tax returns
 - Month-end activities
- Month-End Close
 - Month end reporting to Finance Committee
 - Budget to actual review
 - Mid-year forecasting support
 - Annual budgeting, audit and 990 support
- Year-End Activities
 - Process annual 1099s and 1096
 - Annual Workers Comp audit
 - Audit support

Other Responsibilities:

- Human Resources
 - Maintain personnel files
 - Maintain form compliance
 - Manage 401(k) deductions and administration, including year-end filings
 - Manage benefits and broker relations
 - Track Paid Time Off benefits
 - Track company property held by employees
- Operations
 - Entry of financial information in to Salesforce may be required
 - Support Office Manager, as needed
 - Maintain legal/contracts file
 - Minor computer support as needed

Additional Information about the Atlanta BeltLine Partnership:

- Fiscal year from July 1 through June 30; accrual accounting
- Annual operating expenses/revenue of \$1.5-\$2 million
- Periodic capital campaigns expected to total approximately \$250 million over the next 10-15 years
- 9 full-time employees managing multiple programs/cost centers and dozens of contractors/vendors
- Revenue sources include corporate, foundation, and public grants, individual donations, sponsorships, program and event registrations sales, merchandise, and unrelated business income
- Uses QuickBooks Premier Nonprofit and Salesforce

Qualifications

Education/Professional Credentials:

- Bachelor's degree in accounting, finance, business or related field required.

Experience:

- Minimum of 5 years of bookkeeping/accounting experience, preferably with a nonprofit.

Skills:

- Advanced QuickBooks knowledge required
- Proficiency in Salesforce preferred
- Proficient use of Microsoft Office Suite (Word/Excel/PowerPoint/Outlook) and general comfort level with computer software
- Attention to detail
- Strong organizational skills
- Able to meet deadlines
- Able to manage competing priorities.
- Able to work independently and make well-reasoned decisions
- Able to learn and follow processes and procedures
- Initiative to resolve problems, recommend improvements, and implement solutions
- Relates well to all kinds of people and comfortably builds strong relationships with racially, culturally, and economically diverse stakeholders.
- Highly collaborative working style.
- Positive, friendly, team-oriented attitude
- Able to maintain and protect confidential information
- Knowledge of and passion for the Atlanta BeltLine project

How to Apply

Save cover letter and resume as a pdf with the file name yourlastname_abp.pdf (e.g. Smith_abp.pdf) and sent to work@atlblp.org. If applying as a contractor, please include a proposal for services.

The Atlanta BeltLine Partnership is an equal opportunity agency and does not unlawfully discriminate based on race, sex, age, color, religion, national origin, marital status, veteran status, disability status, sexual orientation, or any other basis prohibited by federal, state or local law. Please let the Atlanta BeltLine Partnership know if you need a reasonable accommodation to perform the essential functions of the position.