



Debbie's Dream Foundation: Curing Stomach Cancer

Bookkeeper

Debbie's Dream Foundation is seeking a part-time bookkeeper at its corporate office in Davie, Florida.

General Responsibilities: It is the responsibility of all employees to support the Company's mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of trust. We all bear the responsibility and judgment of improving the organization, communicating openly, empowering each other to excel at our work, using discretion, and dedicating ourselves to including all who want to be involved.

Job Description: Full cycle accounting and finance knowledge

- Manage Accounts Receivable & Payable
- Prepare checks for disbursement and approval
- Track credit card transactions Process all payments to DDF Prepare bank deposits
- Payroll and associated reporting requirements Prepare documents for accountant for tax returns and all required corporate filings (federal and state) Assist with budget preparation
- Prepare monthly budget vs actual analysis
- Prepare financial reports for board meetings
- Maintain event operating statements Manage, prepare and send gift acknowledgement and notification letters Responsible for generating Invoices and following up on un-paid Invoices

Qualifications: The requirements listed below are representative of the knowledge, skill and/or ability required to perform this job successfully:

Associates degree (AA, AS) at a minimum and at least 2 years of experience. Do not apply if you do not meet these criteria.

Proficiency with Quickbooks

Proficiency with MS word, Excel and Outlook

Knowledge of SharePoint a plus or any other non-profit software Experience with non-profit accounting

Excellent communication skills

Ability to work independently

Fast typist

Ability to lead, to follow, and the ability to know when those different skills are needed

Expertise in building professional relationships

Consistent professionalism

Ability to collaborate with both volunteers, staff, donors, supporters, the Board of Directors and any other people encountered

Fluent in English

Excellent verbal and written communications skills at a professional level

Ability to tolerate numerous interruptions throughout the day The Bookkeeper reports directly to the President of the Board, the Office Manager, the Treasurer, and the Co-Chairs of the Company's Events and is required to attend staff and Event Committee meetings and Board meetings from time to time.

This position is a salary part time varying between 5 hours a week and 20 hours per week. Generally more hours will be required around the time of major Company events. Salary will be commensurate with experience. This job description should not be construed to imply that the requirements listed are the exclusive standards of the position. The Company reserves the right to assign or delegate other tasks as necessary.

Application Information: To apply for this position and to qualify for an interview, the following are required:

1. Cover letter
2. Resume
3. College and other degree diplomas or other verification of graduation
4. Transcript if graduated within the past 5 years
5. 2-4 letters of recommendation from current or past clients who are non-family members

The Application packet should be sent to: Debbie's Dream Foundation: Curing Stomach Cancer 9110 West State Road 84 Davie, FL 33324 or email to: Admin@DebbiesDream.org Follow up inquiries can be made to Admin@DebbiesDream.org or (954) 475-1200.

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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