



Job Description

Division/Department: ABGA Office Administration		
Location: San Angelo, TX		
Job Title: Full-Charge Bookkeeper		
Reports to: Porschea Penn		Title: Office Manager
Salary: Competitive salary and benefits commensurate with experience		
Type of position: <input type="checkbox"/> On-site <input checked="" type="checkbox"/> Hybrid <input type="checkbox"/> Remote	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours: 40 / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

General Description

*The full-charge bookkeeper performs all accounting and bookkeeping duties for the ABGA. The incumbent will work closely with the Executive Director and Office Manager to provide leadership through financial recording and reporting. They are responsible for overseeing financial transactions, internal controls, reporting, audits, and monitoring of funds and budget. Bookkeeping and accounting functions are to be handled in a timely and accurate manner and in compliance with nonprofit accounting standards. In addition, this position will work with operations staff and the Treasurer to facilitate goals to **make the Boer Goat the premier meat goat breed in America through promotion and recording of the breed.***

Work Experience

- Experience with QuickBooks or similar accounting software applications
- Experience using Microsoft Teams (or similar), Excel and Word
- Experience with GAAP compliant accounting in a nonprofit environment
- Strong mathematical and analytical skillset with attention to detail
- Experience in budget development, implementation, and projection of trends
- Financial reporting for multi-level review and oversight
- Cost allocation development and application in a multi-fund atmosphere
- Monthly, quarterly, and year-end closing procedures to include accruals
- Reconciliation of bank and balance sheet accounts
- Recording and depositing cash receipts
- Collaboration with CPA for audit and tax preparation
- Maintaining internal financial controls
- Experience with accounts payable / receivable and general ledger
- Grant compliance and reporting (grant-writing is a plus)

Education Requirements

- 4-year degree in Finance, Accounting or closely related field – or a combination of equivalent education and experience

Application Procedure

- Submit resume, cover letter and 3 references to Porschea Penn at officemanager@abga.org. Screening of applications will begin immediately.