

Position: Part-Time Bookkeeper**Reports To:** Chief Development Officer**Status:** Part-Time, Hourly**Location:** San Antonio, TX**Date Posted:** January 3, 2025**Start Date:** ASAP

Chapter Overview:

First Tee – Greater San Antonio is one chapter of an international non-profit youth initiative called First Tee. First Tee was created in 1997 by the World Golf Foundation and First Tee – Greater San Antonio was founded soon after, in 2000. The First Tee was founded to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, life-enhancing values such as honesty, integrity and sportsmanship.

Mission Statement:

Empowering youth to build character and life skills through the game of golf.

Job Summary:

The First Tee Part-Time Bookkeeper will help manage the financial records and transactions of the First Tee – Greater San Antonio on a part-time basis (10-15 hours per week). This role will be a hybrid position requiring in-person office hours at the First Tee Learning Center. This position will work directly with SCL Consulting, who handles monthly financial reporting, AP/AR, and Quickbooks Online. This role will also manage onboarding/offboarding of employees and bi-weekly payroll facilitation with timesheet approval through FTGSA's HR service provider.

Key Responsibilities:

- **Financial Transactions:** Record and categorize financial transactions, including accounts payable and receivable.
- **Invoicing:** Prepare & send invoices to clients/customers and follow up on payments.
- **Expense Tracking:** Maintain accurate records of company expenses and ensure proper coding.
- **Payroll Assistance:** Assist in preparing payroll through timesheets with payroll service provider.
- **Onboarding/Offboarding:** Responsible for onboarding new employees through HR service provider
- **Reports:** Generate financial reports, including profit & loss statements, balance sheets, and cash flow reports.
- **Compliance:** Ensure compliance with government regulations and assist with audit preparation and 990 filings.
- **Process Improvement:** Identify and implement ways to streamline bookkeeping processes.

Qualifications

- Proven experience as a bookkeeper or similar role.
- Bachelor's degree in accounting, finance or related field.
- Proficiency in bookkeeping software (Quickbooks) and Excel.
- Strong presentation skills and attention to detail.
- Familiarity with basic accounting principles.
- Excellent verbal and written communication skills.
- Ability to work independently and manage time effectively.
- Detail oriented and self-motivated.
- First Tee mission, vision, and values alignment.
- Complete background check and certification in youth safety.

Physical Demands

- **Sitting for long periods:** Most of the workday will be spent sitting at a desk, reviewing documents and entering data into computer systems.
- **Keyboard dexterity:** Efficient typing skills are necessary for entering financial information accurately.
- **Hand-eye coordination:** Precisely navigating between different computer screens and documents while entering data.

- **Visual acuity:** Clear vision to read detailed financial information on screens and documents.
- **Occasional reaching and lifting:** May need to reach for documents or files, and occasionally lift small items like paper stacks.

Compensation:

- Salary is commensurate with experience and other qualifications.
- Golf playing privileges / discounts & merchandise discounts.

Submit resume and cover letter to Kellen Kubasak at kellen@firstteesanantonio.org