

BOOKKEEPER - Job Description

Organization: Thrift Shop of Fort Sam Houston

Compensation: Salary

Hours: The work week is 2.5 days plus every first Saturday of the month. No less than 15 hours.

Organization Summary:

The Fort Sam Houston Thrift Shop is operated by The Spouses' Club of the Fort Sam Houston Area Charitable Organization (SCFSHA-CO). The SCFSHA-CO is a private non-profit corporation organized under the laws of the State of Texas and designed exclusively for charitable and educational purposes within the meaning of the Internal Revenue Code (I.R.C.) §501(c)(3). It engages in philanthropic and civic projects that raise funds for scholarships and community grants which are distributed to eligible candidates in the military and civilian communities that support military members and their families. Funds collected by SCFSHA-CO will be used for its operation and for other uses consistent with these purposes.

Prerequisites:

- Must be a DOD ID card holder with full privileges
- Once approved, applicant must agree to a background check, at their expense and receive a clean report.

Qualifications:

- Retail sales experience preferred
- Basic computer skills knowledge, Google Docs, Microsoft Word, Excel, and QuickBooks Online
- Basic knowledge of accounting principles
- Ability to operate cash register, Liberty software, debit/credit card machine
- Excellent customer service and communication skills
- Must be self-motivated to work independently and as a team
- Must be able to multitask, have excellent time management skills, and be able to delegate tasks

Responsibilities:

- Works under the supervision and direction of the Thrift Shop Manager.
- Shall be covered under Liability Insurance and maintain a building key.
- The work week is 2.5 days plus every first Saturday of the month.
- Covers the Cashier for lunches and/or during absences.
- Ensures the building is secured with all lights turned off and doors locked if last person in the building.
- Attend Thrift Shop Board meetings and any meeting deemed necessary by the Manager.
- Reconcile all daily sales and maintain a daily record of sales. Maintain an accurate balance to be paid out monthly to reconcile the monthly bank statement.
- Represent the Thrift Shop to the CPA firm, as needed.

- Be responsible for handling all requirements for federal and state tax purposes; such as tax forms to be filed for the non-profit reports.
- Meet all requirements from the SCFSHA-CO board for the annual audit/review of our books.
- Submit accounting financial statements to the CPA firm.
- Prepare monthly and annual financial statements.
- Prepare an itemized monthly financial statement and provide a copy to the Thrift Shop Board.
- Submit financial statements to 502nd PO Liaison monthly.
- Prepare all monthly checks for payment (bills and consignments) to be paid by Thrift Shop.
- Mail all checks to consignors who have provided a self-addressed stamped envelope.
- Calculate and pay state sales tax and payroll taxes monthly.
- Record all receipts and expenditures, properly itemized. File and keep all necessary records.
- Pay all bills promptly.
- Maintain all daily sales tickets and reports for one year, expense and credit card receipts for three years, and main financial records for ten years.
- Completes basic accounting and cash handling procedures.
- Transfer profits via check to the SCFSHA Charitable Organization treasurer quarterly as approved by the Thrift Shop Board.
- Assume duties of Thrift Shop Manager during absences.

Application documents:

- Resume
- Two References

Submittal:

Email documents to manager@scfsh.org or drop off at the Thrift shop on Wednesdays/Thursdays from 10:30 – 2:30 pm located at 1210 Stanley Rd, Bldg.123, Fort Sam Houston. The point of Contact for dropping off application documents is Malinda Grimes or Teresa Holliday.

This is a private organization. It is not part of the DoD or any of its components and has no governmental status.