



Position: QuickBooks Administrator
Reports to: Executive Director
Organization: Stars United Global Outreach
Location: Dallas, TX

Note: Due to COVID-19 most duties will be performed virtually until restrictions are lifted.

Organization Background:

Founded in 2015, Stars United Global Outreach (SUGO) is a Dallas based non-profit organization which provides free, daily after school and summer programs to children in need. Our goals for SUGO are the same we have for our own children. We want to create a positive atmosphere that will lead our youth in the best direction, to make sound educational plans, and career goals by providing life skills, leadership skills, and financial literacy with a keen focus on entrepreneurship. Additionally, we aim to provide strong mentors, and positive role models to help them know that they are not at risk but "at promise.

Job Description:

We are looking for a QuickBooks Administrator under general supervision, creating and maintaining the organization's accounting records using the QuickBooks Online applications. Reconcile all accounts as needed. Interface with outside accounting experts such as tax CPA, auditors, and QuickBooks Certified ProAdvisor consultants. Perform banking functions as required.

Key Responsibilities:

- Create and maintain QuickBooks Online organization data.
- Understand the account and company setup steps and maintain a general knowledge of the major areas of the QuickBooks Online application.
- Create and maintain QuickBooks Online users and set and maintain the appropriate access levels.
- Export periodic backups of the QuickBooks Online organization data.
- Customize the organization invoice form and other forms, such as sales receipts and estimates (Plus only) as needed.
- Create and maintain employees including contact information, payroll salary or rate information, and related employment data, such as W-4s and other new hire paperwork.
- Record bank transactions as needed. Download bank transactions into bank accounts (Plus only)
- Track the cash balance and alert owner or manager with regular cash flow reports.
- Customize and memorize reports for the ED, outside accounting experts, government agencies, outside payroll services, and other interested parties. These reports include account balances, profit and loss figures, and transactional reports.
- Make (or ensure they are made) payroll tax deposits and create and file (or ensure it's done) payroll tax reports.
- Answer questions from vendors, employees, and customers about their bills, paychecks, and invoices.

- Understand the capabilities of each level of QuickBooks Online including Free, Basic, and Plus.
- Understand the add-ons that work with QuickBooks Online, such as payroll, credit cards, and online banking. Be knowledgeable about what is available.
- Stay briefed on Intuit updates and news that affect the QuickBooks Online application and accounting rules and requirements.
- Perform miscellaneous job-related duties as assigned.

Who should apply?

College graduate (BA or BS), experience in bookkeeping either finance, accounting or business or accounting courses required.

Requirements:

- Excellent knowledge of computers and the Internet.
- Work fluently with Microsoft Office, email, browsers, Windows operating systems, and PCs.
- Ability and knack for working with numerical data. Attention to detail. Accurate.
- Solid understanding of the three levels of QuickBooks Online application: Free, Basic, and Plus.
- Knowledge of double-entry bookkeeping is preferred but not required.
- Ability to effectively manage time, meet deadlines, and work under pressure.
- Ability to work independently and as a member of a team.
- Ability to communicate effectively, both orally and in writing.
- Innovative and creative in the form of continuous improvement to internal processes.
- Flexible and adaptable to change.

Work Environment and Physical Demands

- The office is a fast-paced, business casual environment (currently adjusted due to COVID-19).
- This employee will routinely use standard office equipment such as computers, phones, and printers.

Pay and Schedule:

The pay for this position is \$20 per hour. The hours for this position will range from 20-25 hours weekly. Tentative schedule is set for Monday through Friday approximately 10am – 3pm, will include weekends at times.

How to Apply

If you are interested in applying for the position, please submit a cover letter and resume with at least 3 references in PDF format via e-mail to: info@starsunitedglobaloutreach.org. Please put “QuickBooks Administrator” and your last name in the subject of your email.

To learn more about SUGO please visit our website www.starsunitedglobaloutreach.org.