

Bookkeeper

Position Summary

Tennis Memphis is seeking an experienced, highly organized, and detail-oriented Bookkeeper to support the organization's financial operations, accounting records, grant administration, reconciliations, and financial reporting.

The Bookkeeper will work closely with organizational leadership to ensure financial transactions are accurately recorded, supporting documentation is maintained, accounts are reconciled timely, grant expenditures are properly tracked, and financial records are maintained in accordance with established organizational policies and nonprofit accounting practices.

This position requires an experienced accounting professional who is exceptionally accurate, organized, dependable, and comfortable managing multiple financial processes and deadlines simultaneously.

Primary Responsibilities

General Accounting and Bookkeeping

- Maintain accurate and complete financial records using QuickBooks.
- Record and properly classify revenue, expenses, deposits, transfers, journal entries, and other financial transactions.
- Maintain the organization's chart of accounts and ensure transactions are consistently coded to the appropriate accounts, departments, programs, grants, and funding sources.
- Maintain organized electronic and physical financial documentation.
- Assist with month-end and year-end accounting procedures.

Account Reconciliation

- Perform timely monthly reconciliations of bank accounts, investment accounts, credit cards, and other balance-sheet accounts.
- Research and resolve discrepancies promptly.
- Maintain supporting reconciliation schedules and documentation.
- Monitor outstanding transactions and follow up on unresolved items.

Accounts Payable and Receivable

- Process invoices and vendor payments in accordance with organizational approval procedures.
- Maintain vendor records and supporting documentation.
- Track accounts receivable and outstanding balances.
- Record deposits and other incoming revenue accurately.

- Assist with preparation and maintenance of required tax and vendor documentation.

Grant Accounting and Management

- Maintain accurate financial records for restricted grants and other designated funding.
- Track grant expenditures by funding source, program, and budget category.
- Monitor grant spending against approved budgets.
- Maintain supporting documentation required for grant reporting and compliance.
- Assist leadership and program staff with preparation of financial information for grant reports, reimbursement requests, and audits.
- Identify potential grant-budget variances or compliance concerns and communicate them promptly to leadership.

Financial Reporting and Compliance

- Assist with preparation of monthly financial reports.
- Maintain accurate documentation to support annual audits, tax filings, grant reviews, and other financial examinations.
- Assist auditors and accountants by compiling requested schedules and documentation.
- Follow established accounting policies, internal controls, purchasing procedures, and approval requirements.
- Support accurate allocation of expenses among programs, facilities, grants, and administrative functions.

Payroll and Financial Administration

- Assist with payroll-related reconciliation and accounting entries as needed.
- Maintain supporting records for payroll expenses, benefits, and related financial transactions.
- Coordinate with leadership and outside accounting, payroll, banking, or financial-service providers when necessary.

Education and Experience

- Associate degree in Accounting, Finance, Business Administration with an accounting concentration, or a closely related field required. Bachelor Degree preferred.
- Minimum of ten years of professional bookkeeping or accounting experience required.
- Demonstrated proficiency with QuickBooks required.
- Prior nonprofit accounting experience required.
- Demonstrated experience with grant accounting, grant management, or restricted-fund tracking required.

- Experience preparing financial records for audits, accountants, or external reviewers strongly preferred.

Required Skills and Qualifications

The successful candidate will demonstrate:

- Exceptional attention to detail and accuracy.
- Superior organizational and recordkeeping skills.
- Advanced proficiency with QuickBooks.
- Strong understanding of basic accounting principles and financial reconciliations.
- Ability to maintain accurate records across multiple programs, locations, grants, and funding sources.
- Ability to meet recurring accounting and reporting deadlines.
- Strong problem-solving and reconciliation skills.
- Ability to identify discrepancies and independently research financial issues.
- Ability to manage multiple priorities without sacrificing accuracy.
- Excellent judgment when handling confidential financial information.
- Strong written and verbal communication skills.
- Ability to follow established financial controls and procedures consistently.
- Dependability, professionalism, and a high level of personal accountability.
- Full time position availability

Preferred Qualifications

- Experience working with multi-location nonprofit organizations.
- Experience with restricted and unrestricted funds.
- Experience supporting nonprofit audits and preparation of Form 990 information.
- Experience working with government grants, foundation grants, or reimbursement-based funding.
- Advanced Microsoft Excel skills.
- Experience working with payroll systems, accounts-payable platforms, or financial-management software in addition to QuickBooks.

Work Environment

The Bookkeeper will work closely with organizational leadership and other departments and will be expected to maintain strict confidentiality regarding financial, payroll, personnel, donor, and organizational information.

Tennis Memphis is an equal opportunity employer and welcomes qualified applicants who share our commitment to responsible stewardship, accountability, and service to the community.