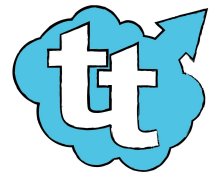


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Canton, OH 44702  
330.617.4753  
tomtodideas.org  
@tomtodideas



TomTod Ideas

tomorrow's ideas from  
today's middle schoolers

**NOW HIRING:**

## **Book Keeper**

*TomTod Ideas is a NE Ohio-based, innovative youth development 501(c)(3) nonprofit, bent on empowering middle school students to explore and launch ideas that put empathy and imagination into action. Through a variety of mentor-based, experiential learning adventures, we connect the energy, imagination and intuition of middle school students with the wisdom, resources, and experiences of adults.*

*We are hiring a team member passionate about managing our financial needs, enabling our organization to more effectively empower early adolescents while shifting cultural conversations on youth ability, education, and the common good. This position will have core responsibilities in maintaining and reporting core financial tracking systems, working alongside the Executive Dreamer.*

**Position Type:** Part Time, 10 hours per week

**Pay Range:** \$24 - \$27 per hour, based on experience

**Location:** Canton, OH

**How to Apply:** Submit a cover letter and resume to [jdh@tomtodideas.org](mailto:jdh@tomtodideas.org)

**Application Deadline:** Open until position is filled

**For more information** on TomTod Ideas, see our website at [www.tomtodideas.org](http://www.tomtodideas.org) and view the following short videos:

- [www.tomtodideas.org/pk16](http://www.tomtodideas.org/pk16) (our Executive Dreamer's Pechakucha-style overview)
- [www.tomtodideas.org/ACchat](http://www.tomtodideas.org/ACchat) (our Adventure Curators talking about our audience & approach)

*TomTod Ideas is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.*

empowering middle school students to explore and launch ideas  
that put empathy and imagination into action



## **Keeper of the Books** *focused on financial tracking*

### **TOMTOD STAFF DNA**

Any TomTod staff member should be:

- a self-starter with high ability at self-discipline and self-direction.
- a team player who readily operates in a collaboration-oriented atmosphere that includes a high level of interaction with constituents from a variety of roles (volunteers, mentors, board members, funders, community members, educators, etc). Able to facilitate consistent yet personalized communication across these diverse groups.
- able to operate in an environment with a diverse set of challenges, balancing multiple tasks simultaneously while prioritizing intuitively.
- focused on building a team culture, with high values on excellence, experience, and empowerment.
- a creative thinker and innovation oriented; able to solve problems and think creatively about tackling obstacles in a variety of forms and from various angles.
- proactive and mature in dealing with conflict, personnel issues, and community engagement.
- able to efficiently organize, communicate and delegate tasks, while working alongside volunteers to see ideas through to completion.
- knowledgeable of and committed to the mission, vision and values of TomTod Ideas.

### **GENERAL REQUIREMENTS**

Candidates should:

- exude high organizational capacity.
- show eagerness to continue learning.
- be able clearly communicate financial information in accessible ways.
- have the ability to dodge flying foam animals deftly (or at least not complain if unsuccessful).
- demonstrate a strong attention to detail and follow through.



## **SPECIFIC SKILL SETS**

Candidates should:

- possess a strong understanding of QuickBooks Online, including A/R, A/P, reconciliations, and automatic downloads of banking activity.
- be familiar with class recording and tracking in QuickBooks Online.
- be able to process payroll using Gusto online platform and ensure all liabilities are timely paid and accurately recorded.
- have familiarity with both government and foundation-funded grant financial best practices, including creating budgets, reimbursement, and reporting.
- understand usage of restricted funds and general nonprofit accounting best practices.

## **BOOK KEEPER DUTIES & RESPONSIBILITIES**

The Book Keeper will:

- run regular payroll using 3rd party software for all employees.
- manage all aspects of day-to-day bookkeeping and accounting processes including but not limited to: A/P, A/R, payroll, journal entries, and bank reconciliation
- process and pay all incoming invoices in a timely manner.
- write and secure all outgoing invoices, in consultation with the Executive Dreamer.
- receive and deposit all organizational revenue.
- prepare monthly and quarterly financial reports, including standard financial reports, budget vs. actual reports for Board meeting and grant-specific financial reports.
- coordinate with outside CPA firm in preparation of year-end compilation / review / audit.
- support Executive Dreamer in development and analysis of annual organization budget.
- maintain accounting procedures and policies and systems of internal controls to ensure the integrity of all financial systems.
- perform non-routine tasks requiring strong judgement and initiative.