

Part-Time Assistant Manager for Bookkeeping

Become the Part-Time Assistant Manager for Bookkeeping at the Parker Senior Center!

Bring your strong attention to detail, bookkeeping skills, and tech savvy to a role that supports a welcoming nonprofit community, serving seniors, volunteers, and visitors every day.

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| Job Title | Assistant Center Manager of Operations |
| Location | 10675 Longs Way, Parker, Colorado 80138 |
| Job Type | Part-Time (20 hours per week), Non-Exempt |
| Hours of Duty | 8:00 – 12:00 or 12:00 - 4:00 ((Negotiated with Center Manager and other Assistant Manager who will be on opposite shift) |
| Reports To | Center Manager |
| Pay Range | \$18 - \$20 per hour (Non-Exempt) |
| Bonus/Pay Raise | Determined in November based on job performance |
| PTO | Accrue 1 week per year based on weekly work schedule. 2 weeks/year after 5 years |
| Sick Leave | 1 hour per 30 hours worked, up to 48 hours/year |
| Benefits | No health care or retirement plans |
| Application Deadline | June 22, 2026 |
| Start Date | Immediately |

IMPORTANT NOTE: This role is one of two Part-Time Assistant Manager positions at PSC. While there is some overlap in responsibilities between the two roles, each position has a defined area of focus. Both positions are expected to collaborate closely, provide mutual support, and serve as a backup to the Center Manager and to one another.

Under the Direction of the Center Manager, General Administrative Responsibilities for Your Work Shift:

- Greet members and visitors, provide tours, and ensure a professional, welcoming atmosphere
- Handle day-to-day front office operations and administration
- Ensure front office volunteer staff members are well-informed about their responsibilities and standard operating procedures, kept up to date on PSC activities, and consistently recognized as valued members of the organization.
- Respond to inquiries from members, visitors, and vendors
- Assist with event planning, logistics, and coordination
- Maintain accurate records and documentation
- Support staff and Board of Directors
- Connect with, support, engage, and organize the committee and activities chairpersons

- Manage office operations, including scheduling, ordering, filing, and correspondence

Bookkeeper Specific Responsibilities (once mastered, train the other Assistant Manager in duties so they can back you up):

- Provide general accounting records, including daily transactions and preparation of financial statements using QuickBooks online
- Oversee and maintain PSC's Schedules Plus database (training available). Manage the Official PSC calendar for all events and activities, including various letters and notifications
- Manage the Schedules Plus database (a web-based client management and scheduling software designed specifically for non-profits and senior centers) to track day-to-day operations, including event calendars, membership management, volunteer tracking, payments, and room use
- Ensure accuracy and integrity of all financial documentation
- Manage cash, checks, credit, and debit card transactions, and refunds. Prepare end-of-day reconciliations and weekly bank deposits
- Monitor and reconcile accounts, process payments, and manage invoices
- Assist with financial reporting for the Center and the Treasurer of the Board of Directors

What We Are Looking For in the Assistant Manager/Bookkeeper:

- Highly organized, detail-oriented, and tech-savvy team player
- Experience with data entry and database systems. Knowledge of Schedules Plus software is a plus
- Experience in office management (i.e., Microsoft Office Suite), bookkeeping, and accounting systems. Knowledge of QuickBooks is a plus
- Strong communication skills, both written and verbal
- Passionate about serving the senior community and being part of a community-driven organization
- Experience in office management, accounting, and bookkeeping preferred
- Willingness to learn and/or self-train in additional computer applications, such as Canva, to support the other Assistant Manager in publishing the PSC Monthly Newsletter, as necessary
- CPR, First Aid, and AED certification preferred

Ready to put your financial expertise to work in a role that truly matters? Join our welcoming team and use your love of people and bookkeeping skills to support a vibrant nonprofit community—making a meaningful impact in just a few hours each week.

Please send your resume and a brief cover letter outlining your interest and qualifications to bevgatlin@gmail.com with the subject line "Part-Time Assistant Manager for Bookkeeping Application".

