



18756 Stone Oak PKWY Suite 200
San Antonio, TX 78258

Job Title: Inventory Manager and Bookkeeper

Title of Supervisor: Executive Director

Industry: Military not-for-profit organizations (IRS Code 501c3)

Pay Range: To be Determined. Based on experience and expertise of the requirements of the position.

Location: San Antonio, TX

Type of Employment: Part-time, hourly (approximately 20 hours a week to start)

FLSA Status: Non-exempt

Required Travel: Minimal. As deemed appropriate to meet the mission of the Corporation.

Job Posting Close Date: April 8, 2013

General Overview of position's Core Responsibilities & Job Description:

- Responsible for keeping Green Beret Foundation's books
- Monthly reconciliation & report generation
- Utilizing Quickbooks the most effective way possible. Streamlining systems.
- Filing annual 990 form with the IRS
- Managing annual audit
- Yearend reporting to the Executive Director
- Filing annual applications (i.e. Combined Federal Campaign, corporate matching programs etc.)
- Updating donor database with donations
- Reconciling donor database with Quickbooks
- Work closely with the Executive Director to aid in setting yearly goals
- Inventory management
 - Webstore management
 - Shipping orders
 - Managing inventory for events around the nation
 - Managing inventory for GBFs Programs & Services recipients
 - Ensuring inventory management system is accurate
 - Taking physical inventories and reconciling with inventory management system

Job Requirements:

- At least five years of bookkeeping/accounting experience
- Must have experience with Quickbooks
- Must be located in San Antonio, TX
- Bachelors in Accounting preferred
- 501c3 experience preferred

Other duties as assigned

Three letters of recommendation are required to apply for this position. Please submit your resume to Jennifer Paquette, Executive Director jen@greenberetfoundation.org or mail to GBF's HQ:

*Green Beret Foundation
18756 Stone Oak PKWY Suite 200
San Antonio, TX 78258*

This position has potential to evolve into a full-time salaried position.

Definitions and key terms:

FLSA: Fair Labor Standards Act

Exempt vs non-exempt: Employees whose jobs are governed by the FLSA are either “exempt” or “nonexempt”. Nonexempt employees are entitled to overtime pay. Exempt are not.

Part-time, hourly: Will work to meet the requirements of the position for a negotiated hourly rate and submit a time-sheet to be approved for each pay period. Not a salaried employee. Part-time or full-time is determined by the employer.