Bookeeper

Department	Administration
Supervisor	Executive Director, Norman Thiel
Schedule	Flexible, scheduled with supervisor
Job Type	Part-Time Non-Benefited (PTN), Non-Exempt, 12 hours per week
Benefit Level	Paid Sick Leave

Position Description

The bookkeeper maintains accurate financial records, tracks restricted and unrestricted funds, and supports budgeting, payroll, and audit readiness. Maintains accurate, up-to-date financial records that support organizational transparency, regulatory compliance, and sound financial management. Collaborates with leadership, staff, and external accountants or auditors.

Duties and Responsibilities

- Record daily income and expenses accurately, tracking restricted and unrestricted funds, grants, and donations.
- Process vendor invoices and payments, issue receipts or invoices, and track receivables.
- Reconcile bank and credit card accounts monthly and prepare financial reports for leadership, the board, and grant funders.
- Support payroll processing, benefit tracking, and year-end tax documentation such as W-2s and 1099s.
- Assist with budget tracking and coordinate with accountants or auditors during year-end close and annual audits.

Qualifications and Skills

- Prior bookkeeping experience, ideally in a nonprofit environment, with familiarity with fund accounting or grant tracking.
- Proficiency in accounting software (Aplos by Velora a plus) and spreadsheets (such as Excel).
- High attention to detail, strong organizational skills, and strict confidentiality.

Education and Experience

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field (CPA or MBA is a plus).
- 5+ years of progressive accounting or financial management experience, ideally within the nonprofit sector.

Supervisory Duties	
Physical Demands	Sitting, standing, walking, lift and carry 20 pounds.