



Title: Bookkeeper, Full Time

Reports To: President

Revised: 12.20.2024

Reporting to President, the Bookkeeper will handle all accounts payable and receivable, bank reconciliations, and financial reporting.

Responsibilities

- Manage accounts payable and receivable
- Reconcile bank statements
- Book and reconcile payroll and related insurance payments
- Reconcile fundraising revenue with Development Department
- Maintain visibility into the uses of restricted grants and other funds
- Create monthly, quarterly and annual financial reports
- Identify opportunities for increased efficiency within the scope of the position
- Prepare for the annual independent audit of our financials

Qualifications

BA (preferred),

Demonstrated excellence in use of Quickbooks

Compensation

Salary: \$55,000 - \$60,000 / year

401k Match

Health Insurance

PTO