



## Call for Applicants: Neighborhood Bookkeeper

**Organization:** East Bde Maka Ska Neighborhood Association (EBMSNA) - [website](#)

**Location:** Remote / South Minneapolis

**Compensation:** \$40 hourly, estimated 25 hours annually

**Timeline:** Annual renewable contract

**Application Deadline:** Rolling

### Monthly Duties

- Monthly bank reconciliation, 1 account
- Monthly reimbursement requests to the City, for expenses eligible under active contracts:
  - Neighborhoods 2020 NNF/EEF contracts
  - NRP Phase II Implementation contract
  - NRP Phase II Development contract
  - Collaboration & Shared Resources grant (ends Dec. 31, 2024)
- Updating automatic expenses to Quickbooks Online, including recurring expenses and revenue:
  - Debit card transactions
  - Automatic bill payments
- Code expenses to city contracts
- Prepare bank deposits for Treasurer to take to the bank
- Prepare Monthly Reports: balance sheet, P&L, Budget YTD, NRP Contract Status
- Email and review Monthly Reports with Treasurer for presentation to board
- Cutting checks, about once per month
- Prepare project-based reports, as requested

### Annual Duties

- Work with City-assigned CPA and Treasurer to submit annual reports and Form 990.
- Prepare and submit the annual Charitable Organization filing
- Annual Secretary of State Filing
- Assist with budget preparation, Treasurer's presentation to board

### Requirements

- Proficiency with online QuickBooks
- Skilled with Google Workspace
- Ability to work independently
- Ability to maintain financial files per record retention policy
- Must provide their own hardware (computer, printer, phone, etc.)

Interested candidates email a resume and a cover letter to [info@eastbdemakaska.org](mailto:info@eastbdemakaska.org).

Position will remain open until filled.