Part-time Bookkeeper

EqualHealth is seeking an experienced and detail-oriented bookkeeper to monitor the finances of our growing 501c3. On a monthly basis, you will record all financial transactions, including cash payments, into the correct general ledger and verify that they are accurate. You will also be responsible for maintaining all financial records, reviewing required tax forms, and generating regular reports for leadership. Our ideal candidate has worked as a professional bookkeeper for at least three years and has experience managing bank accounts. We are seeking an organized self-motivated person who can bring your skills to our mission driven organization. We are looking for someone with the skill to establish our quickbooks structure, moving us from a homegrown excel-based system.

About Equal Health

EqualHealth (EQ) was founded in 2011 following the devastating earthquake in Haiti on January 2010. The mission of EqualHealth is to inspire, empower, and support the development of leaders among the next generation of Haitian health professionals. We envision a healthy Haitian population that has the knowledge and ability to reduce the incidence of disease and access to an effective health care system run by qualified medical professionals who provide world-class, evidence-based care. Since our founding, more than two thousand Haitian doctors, nurses, and students have participated in EqualHealth’s programs.

EqualHealth functions on the ground in Haiti with our sister foundation and runs administration and some program operations in Boston, MA. We are a small but mighty group of colleagues and volunteers deeply dedicated to our missions.

Duties and Responsibilities

- Design robust quickbooks structure for EqualHealth’s ongoing bookkeeping
- Assist with various aspects of cash, check and electronic deposits
- Help develop and maintain internal controls
- Document transaction details
- Review financial transactions for accuracy
- Input transactions into the correct ledger
- Reconcile bank and other accounts
- Pay vendors as they come due
- Complete required tax forms as needed
- Make deposits and record all cash receipts
- Reconcile monthly revenue and expenses
- Organize and produce monthly reports

Requirements and Qualifications

- Degree in business administration, accounting, finance or relevant field preferred
- 3+ years of bookkeeping experience
- Proficient with Quickbooks systems and Microsoft Office
- Excellent communication and math skills
- Knowledge of bookkeeping principles
- Understand how to balance bank accounts and complete monthly reconciliations and reporting

Send letter of interest and resume to info@equalhealth.org