Part-Time Full Charge Bookkeeper Job Description - Memphis, TN

About Us

The Greater Memphis area has more than 45,000 young adults, aged 16-24, who are out of school and out of work. Nearly half of these young adults are in poverty, and only 1% will be on the path to a living wage by the time they are 28.

The young adult population represents the next generation of community, business, and political leaders. It is imperative that they are equipped with the skills and supports that they need today in order to guide Memphis forward tomorrow. The Collective Blueprint advances a community framework that reflects the personal and economic aspirations of the city’s young populace.

The Collective Blueprint was started in 2016 and is the only local organization that is specifically tailored to the needs of young adults. We provide relationships, resources, and a network of support to help young adults discover and develop their unique talents in order to advance their personal and professional objectives. Our Vision is that all young adults have the power to live their best lives and the tools to make that a reality.

The Collective Blueprint Model

The Collective Blueprint is building the framework to reach economic equity for all young adults in the following ways:

1. *Programs:* Establish career pathways for young adults that will put them on track toward a living wage
2. *Advocacy:* Advocate for equitable policies and programs that meet the unique needs of young adults
3. *Systemic Change:* Bring about systemic change that will enable young adults to identify, pursue and achieve their life goals

Position Responsibilities

The full charge bookkeeper will be comfortable with complex financial data and will be responsible for managing the full cycle of accounting duties for the organization. The position will report directly to the Operations Manager and CEO.

- Manage full cycle of accounting activities for the organization
- Process vendor bills and reimbursements and prepare weekly requisitions
- Reconcile bank statements
- Reconcile credit card statements
- Process and cut checks for signature
- Bank Deposits
- Prepare monthly financials by collecting, analyzing and summarizing accounting information
- Maintain a balanced general ledger
Track donations and send out donation letters
Track incentives/cash disbursements
Process emergency assistance requests
Prepare financials for quarterly review by CPA
Prepare special reports as required for CEO to capture financial information for funders
Ensuring compliance with federal, state and local legal requirements
Monitoring for variances from the projected budget
Backup to processing payroll

Qualifications

The successful candidate should meet the following qualifications:

- Bachelor’s degree in accounting or related field
- Bookkeeping certification
- Previous experience as a full charge bookkeeper
- Advanced knowledge of QuickBooks Online
- Strong working knowledge of accounting principles, financial statements, and accounting systems
- Experience preparing financial statements and tax returns
- Previous experience working with a not-for-profit organization preferred
- Ability to work to a strict deadline
- Attention to detail
- Good communication skills
- Confidentiality

The Collective Blueprint is proud to be an equal opportunity employer. We are committed to supporting and encouraging diversity in the workplace. We welcome our employees’ differences regardless of race, color, creed, religion, gender, national origin, sexual orientation, marital status, age, gender identity, disability or veteran status.

Work Arrangement and Compensation

The teammate in this role will work 15-20 hours a week on average and must work in-office for 6 hours each Tuesday and Thursday during normal work hours. The office is always available for remaining hours, but remote work is an option on all other work days. Starting pay for this role is $30/hour.

Application Instructions

To apply, please submit your cover letter and resume. This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a fast-growing organization. We are seeking an individual of outstanding quality, with a proven track record and a passion for young adults.