Temporary Bookkeeper

General Description: Primarily responsible for the non-profit organization’s bookkeeping duties including processing payroll, entering and processing donations and invoices in QuickBooks, monthly financial reporting, preparation of reports for the Finance Committee and Board meetings, etc.

Classification: This is a non-exempt, hourly position with the expectation of working 30 hours a week from the beginning of September until mid-December 2023.

Key Responsibilities:

- Process accounts payable and receivables utilizing QuickBooks, including verifying, allocating, and posting transactions; establishing new entries into a chart of accounts; issuing checks; making bank deposits; processing expense and travel reimbursements, etc.
- Balance accounts by reconciling entries and creating monthly/annual bank and financial reports.
- Create other financial reports as needed for leadership, fundraising, and grants.
- Oversee financial donations and grants, including tracking and applying specific grant requirements (e.g., restricted vs. unrestricted, etc.).
- Meet with new and existing operational vendors, as requested. Maintain vendor files, obtain new vendor W-9s and certificates of insurance, as needed.
- Maintain CONFIDENTIALITY of all staff, client, and organization information.
- Perform other duties as assigned.

Minimum Position Requirements:

- Minimum two years of bookkeeping experience with strong working knowledge of QuickBooks software.
- Strong financial skills and understanding of accounting.
- Ability to prioritize, plan, and follow instructions.
- Ability to communicate effectively and respectfully both verbally and in writing; good interpersonal skills; ability to work both independently and as part of a team.
- Strong organizational abilities. Ability to multi-task efficiently, paying attention to details and timelines.
- Experience with Microsoft Office 360 – Outlook, SharePoint, Word, Excel, and PowerPoint.
- Experience with bill.com and Salesforce preferred.

Other Requirements/Information:

- Bachelor’s degree or equivalent work experience required.
- Must successfully pass various background checks.
- Valid driver’s license and car insurance preferred.