Bookkeeper Position Description
Part-time: 10 hours/week

Reports to: Chief Operating Officer

Mission of the organization
The William Way Community Center encourages, supports, and advocates for the well-being and acceptance of sexual and gender minorities in the Greater Philadelphia region through service, recreational, educational, and cultural programming.

Position Description:
Under the direction of the Chief Operating Office and the Executive Director, this position is responsible for performing a variety of bookkeeping and accounting duties including processing payroll bi-weekly, financial record keeping and transactions including A/P, A/R, monthly billing and General Ledger. Desired individual will have advanced experience with QuickBooks working in the nonprofit setting, a friendly personality, demonstrated professionalism and tact in communications with a diversity of individuals, strong organizational and time management skills, acute attention to detail, and ability to work well with the rest of the WWCC team.

Job Responsibilities:
- Manage all aspects of day to day bookkeeping and accounting processes including but not limited to: A/P, A/R, payroll, journal entries, and bank reconciliation.
- Prepare Journal Entries for prepaid expenses, deferred revenue, and payroll cash accounts.
- Process and pay all invoices in a timely manner.
- Issue invoices to tenants monthly.
- Receive and deposit all organizational revenue.
- Execute payroll activities using a 3rd party payroll service provider.
- Perform annual 1099 reporting process for vendors.
- Conduct monthly reconciliations of all bank accounts.
- Prepare monthly and quarterly financial reports, including standard financial reports, budget vs. actual reports and grant-specific financial reports.
- Manage time tracking process for employees with hours billable to grants, utilizing online time tracking tool, and extract data to make appropriate payroll entries for financial and grant reporting.
- Communicate all relevant information about donors and donations to the Development Department.
Maintain petty cash fund.
Coordinate with outside CPA/auditors in preparation of year-end audit.
Support Chief Operating Officer in development and analysis of annual organization budget.
Maintain accounting procedures and policies and systems of internal controls to ensure the integrity of all financial systems, as per GAAP.
Perform non-routine tasks requiring strong judgement and initiative.

Required qualifications:
- Advanced proficiency in QuickBooks.
- Nonprofit experience.
- Associate’s degree or equivalent with 3-5 years related experience, or combination of education and experience.
- Additional proficiencies in Excel and database management.
- Excellent verbal and written communication skills.
- Strong organizational, problem-solving, and analytical skills: ability to manage priorities and workflow.
- Must be able to keep fiscal matters strictly confidential and exercise discretion and mature judgment.
- Ability to work effectively with a diversity of individuals at all organizational levels.
- Understanding of and commitment to WWCC’s mission.

As a small organization operating in a very dynamic environment, a significant amount of flexibility and teamwork is required. Employees are expected to work collaboratively to ensure WWCC’s success.

Compensation
This is a part-time position and requires 10 hours per week.
The hourly compensation is $20/hour.

How to Apply
Every resume that is submitted for an open position is carefully reviewed. Only candidates whose backgrounds most closely match the requirements of the position and the agency’s needs are contacted. We are not able to personally respond to every applicant regarding the status of their application. No telephone inquiries will be accepted. Please email Ally Richman, Chief Operating Officer, at arichman@waygay.org with your cover letter and resume. Please include “Bookkeeper” in the subject line.