

Bookkeeper & Financial Assistant

Work Schedule: 15-20 hrs/wk (flexible days)

This is a temporary contract position from October 2018 – January 2019

POSITION SUMMARY:

This position is responsible for weekly financial tasks including: monthly transaction entry and reconciliation in Quickbooks, donor database entry and management, assistance with end of year donor reporting.

ROLES AND RESPONSIBILITIES:

Work with Executive Assistant and Impact Director to balance accounts, deal with individual donations, and keep meticulous records.

Monthly account reconciliation in Quickbooks, including detailed splits in registers and detailed journal entries.

Consolidate monthly entries in database and regularly enter into DonorPro donor management CRM. Run monthly queries as needed.

Other duties as assigned.

REQUIREMENTS:

Demonstrated ability working as a bookkeeper or financial assistant, with at least three years of work experience or requisite degree.

Better than average knowledge of bookkeeping.

Extremely organized and detail oriented.

Able to work with remote employees using video conferencing and screen sharing.

Ability to work confidently in online software including donor management databases and Google Drive documents.

Excellent demonstrated skill set in Excel and Quickbooks.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

- Must be able to sit for up to 8 hours
- Office environment