



Part-time Bookkeeper (Washington, D.C.)

POSITION DESCRIPTION

The Bookkeeper will be a key member of the finance team and should have experience working in a fast-paced, ever changing, service-oriented environment. The Bookkeeper must be able to manage day-to-day accounting responsibilities in an organized fashion despite distractions.

The position will report directly to the part-time Controller of the organization. The position will require strong organization skills and an ability to prioritize duties while being cognizant of other projects and deadlines. The position is detail oriented.

Responsibilities include, but are not limited to:

- General knowledge of accrual accounting practices;
- Bank and credit card reconciliations;
- Prepare of payroll (this may be a backup role as well) and payroll journal entries;
- Report donation receipts to the Development Department;
- Process deposits;
- Accounts payable, accounts receivable processing;
- Workers' compensation audits;
- Maintain PTO workbook;
- Support annual financial audit field work activities;
- Provide financial transaction reports to management team when requested;
- Assist with annual budget process as needed;
- Prepare annual 1099 filing; and
- Maintain filing system for accounting records.

POSITION REQUIREMENT

- 3-5 years of experience in nonprofit or related industries

PERSONAL REQUIREMENTS

- Team player with strong communications skills
- Demonstrated ability to work in a fast-paced environment; self-motivated and detail oriented
- Commitment to maintain the highest level of integrity for the business
- Demonstrated ability to work cooperatively across all levels of an organization
- Demonstrated ability to build confidence and trust in a financial organization

SOFTWARE

QuickBooks, Excel, Microsoft Office