



PUBLIC JUSTICE

IMPACT. CHANGE.

National Headquarters 1620 L Street NW Suite 630 Washington, D.C. 20036
West Coast Office 555 Twelfth Street Suite 1230 Oakland, CA 94607

JOB ANNOUNCEMENT

Please post and inform potential applicants.

November 2017

PART-TIME BOOKKEEPER WASHINGTON, D.C.

Public Justice is a national public interest organization dedicated to pursuing high impact lawsuits to combat social and economic injustice, protect the Earth's sustainability, and challenge predatory corporate conduct and government abuses. It seeks to hire a part-time Bookkeeper. 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 is open immediately in our Washington, D.C. headquarters. The hours are flexible, totaling approximately 2 to 3 work days per week.

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:

- 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.

QUALIFICATIONS

- General knowledge of accrual accounting practices
- 3-5 years of experience in nonprofit or related industries

OTHER 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

Hourly rate negotiable. Diversity valued. Applications invited without regard to race, gender, national origin, sexual orientation, age, or disability. Please send your cover letter, resume, and references to vni@publicjustice.net. Applications will be considered on a rolling basis. For more information, please visit our website at www.publicjustice.net.