

Britepaths
Job Description – Bookkeeper
2022

Position Title: Bookkeeper
Reports to: Finance Director and Financial Programs Manager
Job location: Fairfax office, Cue Bus nearby
Job Status: Part Time, Approximately 15-20 hours per week, flexible schedule, telecommuting available. Will need to come into the office 1x a week. Laptop provided.

Duties and Responsibilities

- Oversee accurate data entry of deposits, online donations, in-kind donations and volunteer hours in database.
- Compile monthly noncash/gift card/in-kind donations and disbursements for QuickBooks entry.
- Reconcile monthly bank accounts.
- Enter website, PayPal, Network for Good, and Facebook donations and transfers.
- Assist with audit and budget planning tasks.
- Help prepare annual staff status forms, maintain master staff spreadsheet.
- Other accounting support including data entry as needed.
- Assist with assuring grants are entered accurately into database.
- Assist with following up with vendors who haven't received payment.
- Assist with monitoring Financial Assistance email for updates regarding status of grants or vendor payment issues.
- Assist with creating monthly check requests for Our Daily Veggie (ODV) and Supplemental Nutrition Assistance Program (SNAP) vendors.
- Assist with monthly and quarterly reporting.
- Support as Financial Assistance intake worker when needed.

Qualifications

- Preferred Associates or Bachelor's degree from accredited College preferably with previous non-profit experience and knowledge of bookkeeping. Accounting experience or coursework required.
- Willingness to be trained in human resource support tasks and interface with the staff in that role.
- Personal attributes: communication skills to include strong writing skills, impartiality, leadership abilities, objectivity, and compassion.
- Spanish speaking preferred.