



Job Title: Bookkeeper

Reports to: Finance Director

Department: Finance

Status: Full-Time/Exempt

Schedule: M-F; 9:00am-5:00pm

Last Updated: May 4th, 2025

Job Summary:

We are looking for a reliable and detail-oriented Bookkeeper to manage the day-to-day accounting tasks for our nonprofit organization. This role handles accounts payable (AP), accounts receivable (AR), payment processing, and supports monthly reconciliations. The Bookkeeper will assist both the Accountant and Finance Director, and should be organized, dependable, and able to multitask effectively in a fast-paced environment.

Duties and Responsibilities:

- Process and record vendor invoices and payments (AP)
- Track and enter incoming payments and deposits (AR)
- Maintain up-to-date and organized financial records
- Assist with monthly bank and credit card reconciliations
- Help prepare documentation for audits and funder reporting
- Maintain supporting documents for grants and expenses
- Reconcile bank accounts and credit cards
- Follow up on outstanding payments and invoices
- Help review monthly department expense trackers and flag missing or incorrect data
- Assist in maintaining vendor and donor records
- Collaborate with the team on process improvements
- Prepares annual 1099s
- Assist Accountant and Finance Director on ad-hoc reports

Qualifications and Skills:

- Bachelor's degree in accounting or related field
- 1–2 years of bookkeeping or accounting experience (nonprofit experience a plus)
- Experience with Sage Intacct, Monday.com, Salesforce, and other software
- Strong Excel and data entry skills
- Highly organized with excellent attention to detail
- Ability to handle multiple deadlines and priorities
- Strong communication and team collaboration skills

Salary: \$51k - \$60k



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