

Love INC Bookkeeper

REPORTS TO:

Executive Director

PURPOSE:

The Bookkeeper is responsible for maintaining accurate financial records and ensuring the financial health of the organization. This role involves managing day-to-day accounting tasks, assisting in budget preparation, and ensuring compliance with nonprofit financial regulations.

RESPONSIBILITIES:

- **Financial Record Keeping:** Maintain accurate and up-to-date financial records, including donations, grants, accounts payable and receivable, payroll, and daily financial entries and reconciliations.
- **Financial Reporting:** Prepare and present monthly, quarterly, and annual financial statements and reports to the board of directors and stakeholders. Assist in the preparation of budgets and financial forecasts.
- **Bank Reconciliation:** Perform regular bank reconciliations to ensure all financial transactions are accurately recorded.
- **Payroll Processing:** Manage payroll processes, including the calculation and distribution of employee salaries, wages, and deductions, ensuring compliance with nonprofit-specific payroll regulations.
- **Invoicing and Payments:** Generate invoices for services rendered and manage accounts receivable. Process payments to vendors and manage accounts payable.
- **Grant Management:** Track and report on grant funds, ensuring compliance with grant requirements and timely submission of financial reports to funders.
- **Compliance:** Ensure compliance with local, state, and federal financial regulations applicable to nonprofit organizations. Prepare and file required tax documents, including Form 990.
- **Audit Preparation:** Assist with audit preparations and liaise with external auditors to ensure timely and accurate audit completion.
- **Financial Analysis:** Analyze financial data to identify trends, discrepancies, and areas for cost-saving and efficiency improvements.

QUALIFICATIONS

- **Education:** High school diploma or equivalent; Associate's or Bachelor's degree in Accounting, Finance, or a related field preferred.
- **Experience:** Proven experience as a bookkeeper, preferably within a nonprofit organization. Familiarity with nonprofit accounting software (Quickbooks)
- **Skills:**
 - Strong knowledge of accounting principles and practices specific to nonprofits.
 - Excellent attention to detail and accuracy.

- Proficiency in Microsoft Office, especially Excel.
- Strong organizational and time management skills.
- Good communication and interpersonal skills.
- Experience with donor management systems and grant tracking software is a plus.

ADDITIONAL REQUIREMENTS

- Ethical Conduct: Maintain confidentiality of financial information and adhere to ethical standards.
- Adaptability: Ability to work independently and as part of a team
- Problem-Solving: Strong analytical and problem-solving skills.
- Adherence to Love INC's Statement of Faith & Confidentiality Statement

WORKING CONDITIONS

- This role is typically office-based with standard working hours.
- 3 Hours per week to begin
- Some flexibility in hours may be required during peak financial periods or special events.
- \$18 / hour