

Job Description – Bookkeeper (Part-Time)

Position Summary:

The Bookkeeper will be responsible for assisting the Staff Accountant with the administration of accounting and financial procedures for the organization. The Bookkeeper will assist primarily with processing and tracking expenses for the agency, including credit card transactions, receipts, and check requests.

Responsibilities:

1. In collaboration with the Staff Accountant, assist with the accounting tasks that include but are not limited to:
 - a. Data entry,
 - b. Processing of check requests and mileage reimbursement forms.
 - c. Processing of credit card expenses.
 - d. Processing ACH payments.
 - e. Monitor bank account transactions and balances.
 - f. Assist with processing, calculating, and confirming contractor payments, including contracted interpreters.
 - g. Receive and process invoices and bills from vendors.
 - h. Monitor expenses to ensure compliance with grants and funding sources.
2. Use accrual system of accounting and adhere to GAAP.
3. Maintain common & standard accounting practices and adhere to the OMB circulars that govern use of federal funds
4. Uphold an environment of transparency and integrity.
5. Maintain systems for accuracy and efficiency.
6. Other duties as assigned.
7. Reports to Staff Accountant.

Position Criteria:

- Preferably have a degree or adequate training in accounting or a related field or have a comparable work experience.
- Ideally have a minimum of 2 years of experience in bookkeeping, preferably with non-profits.
- Must be comfortable in intercultural environments.
- Must possess strong record-keeping skills.
- PC proficiency in Word and Excel.
- Previous experience in QuickBooks as well as ability to navigate online banking platforms.
- Must be a self-starter with a high level of organizational skill, flexibility, and commitment to refugees.
- Must be able to function as part of a team.