



KADRE MANAGEMENT, LLC

FULL-CHARGE BOOKKEEPER

Part-Time | Asheville, NC Area | Primarily Remote

Kadre Management is seeking an experienced, detail-oriented Full-Charge Bookkeeper to join our team as a part-time W-2 employee. This is a shared-services role supporting Kadre Management and a portfolio of approximately six nonprofit and professional association clients.

We are looking for someone who takes ownership of the books—not someone who simply enters transactions. The right person will keep multiple QuickBooks Online files current, complete monthly reconciliations and closes reliably, reconcile association-management revenue systems to the books, identify discrepancies before they become problems, and communicate early when information or action is needed.

Position at a Glance

- Part-time W-2 employee, approximately 15-20 hours per week.
- Primarily remote, but candidates must be located in the Asheville, North Carolina area and available for periodic in-person work or meetings.
- Regular weekly working hours established with the supervisor, primarily within normal Eastern Time business hours.
- Shared portfolio: Kadre Management plus approximately six nonprofit/association clients.
- QuickBooks Online and nonprofit bookkeeping experience required.
- Direct routine financial support for designated Kadre clients.

What You Will Do

- Manage full-cycle bookkeeping for multiple nonprofit and association entities.
- Maintain accurate, current QuickBooks Online files.
- Complete monthly bank and credit-card reconciliations and documented monthly closes.
- Manage A/P and A/R under established procedures.
- Reconcile membership dues from association management software, conference/meeting registration revenue, refunds, fees, and related activity to QuickBooks Online, payment processors, and bank records.
- Investigate missing, duplicate, unmatched, or incorrectly coded transactions and follow discrepancies through resolution.
- Allocate transactions across classes, funds, programs, events, and other approved accounting structures.
- Prepare monthly and quarterly financial statements, budget-to-actual reports, and supporting schedules.
- Monitor cash, receivables, payables, and unusual transactions and raise concerns promptly.
- Prepare 1099s and year-end schedules/workpapers for outside accountants and Form 990/audit/review support.
- Help manage Kadre's own accounting and maintain it as part of the regular portfolio.
- Serve as the direct contact for routine bookkeeping and financial questions for designated clients.
- Support occasional accounting cleanup and client transitions.

What Success Looks Like

- Every assigned entity is reconciled and closed according to the monthly calendar.
- MemberLeap, QuickBooks, payment-processor, and bank records reconcile appropriately.
- Financial reports are accurate, timely, and supported by clean accounting records.
- Problems are communicated before deadlines are missed.
- Unusual balances and discrepancies are investigated rather than ignored.
- Established client accounting procedures and internal controls are followed consistently.
- Designated clients receive responsive, clear answers to routine financial questions.
- Kadre leadership can see the status of the finance portfolio without chasing the bookkeeper for updates.

What We Are Looking For

- 3-5+ years of full-charge bookkeeping experience.
- Advanced QuickBooks Online proficiency.
- Strong nonprofit accounting knowledge, including functional expense allocation and multi-class/fund/program reporting.
- Demonstrated monthly-close and reconciliation experience.
- Experience reconciling membership, registration, association-management, or payment systems to QuickBooks; MemberLeap experience is a significant plus.
- Ability to manage multiple sets of books simultaneously.
- Strong attention to detail, organization, follow-through, and communication.
- Ability to explain routine financial information clearly to client representatives.
- Comfort working independently in a remote environment while maintaining a predictable schedule and accountability.
- Experience with nonprofit associations, membership organizations, accounting cleanup, and event/conference finances is highly valued.

About Kadre

Kadre Management is an association management and conference-planning company serving mission-driven organizations. We believe excellent service requires both thoughtful professional guidance and doing the work correctly. Our team works primarily remotely, collaborates across client accounts, and is building shared systems that allow us to provide consistent, high-quality support as the company grows.

How to Apply

Please submit your resume and a brief summary of your experience managing multiple sets of books, completing monthly reconciliations and closes, and working with nonprofit or association accounting. Please also describe your experience with QuickBooks Online and with reconciling membership, registration, or other revenue systems to the general ledger.

Send your information to admin@kadremgt.com.

Candidates selected to move forward should expect professional reference and background-check steps as part of Kadre's standard pre-employment process.