

**Part-time Bookkeeper  
March 2022**

SQACC is looking for an individual to join our organization and help continue the mission of SQACC. We are a team-oriented office, as staff show and offer support, suggestions, and ideas to better the entire organization.

We are looking for a Bookkeeper that can input/track our financial data as well as help us understand and proactively make the next best steps. We have a colorful open office and great team members.

**Qualifications & Skills:**

1. Bachelor's degree preferably in Finance and previous Bookkeeping experience with a nonprofit
2. Knowledge and ability to work with QuickBooks Premier Non-Profit Edition 2019 (or similar), Microsoft, Google Suite, DonorView or a donor database is a plus
3. Ability to work independently, solve problems and make decisions according to policy
4. Positive demeanor, team player with strong communication skills
5. Organized and able to manage general office duties
6. Bilingual is a plus (Spanish and English)

**Performance Responsibilities:** *These responsibilities are spread out over a monthly basis*

1. Input and track financials into QuickBooks (Income, expense, donations, grant funds)
2. Reconcile & categorize bank and credit card statements
3. Create & review reports such as Profit and Loss, Program budgets, A/R or others upon request
4. Maintain confidentiality of records and follow SQACC's Fiscal Policy
5. Work with the Executive Director and Finance Committee to develop a yearly budget (1-2x per year)
6. Responsible for ensuring a third-party CPA submits yearly taxes and financial reviews and/or audit in a timely manner
7. Calculate and pay monthly sales tax (required for Liquor License)
8. Enter biweekly payroll and track Paid Time Off
9. Responsible for invoicing and collecting payments from vendors
10. Assist with fundraisers and events, especially in finance areas (prepare cash bags, registration, etc.)
11. Attend weekly staff meetings
12. Assist in processing donations and donor information
13. Other duties assigned by the Executive Director

We ask all positions to assist with general office duties such as but not limited to answering phones, checking messages and welcoming community members.

**Terms:** Hourly pay of \$17.00 based on 20-hour work week, open to the schedule of workdays

For questions, please email [eod.sqacc@gmail.com](mailto:eod.sqacc@gmail.com), no phone calls please. Please email a cover letter and resume to [eod.sqacc@gmail.com](mailto:eod.sqacc@gmail.com) / The position will remain open until filled.