

Part-Time Bookkeeper/Accounting Manager (Chicago Area or Atlanta Area Preferred)

Job Description

Folden Financial Solutions, Inc. is a boutique Financial Management firm providing accounting, tax, and financial planning to nonprofit organizations and small businesses. We are passionate about leveraging modern tools and using online, cloud-based tools to provide superior bookkeeping to support growing nonprofits, and small business looking to improve systems.

Job Opportunity

We are hiring a Remote contracted bookkeeper for part-time hours, preferably with experience supporting nonprofit clients. Our bookkeepers will ideally be passionate about embracing innovative technology and helping nonprofits and small businesses. Includes involvement in financial and operating aspects of clients, including training users in financial systems.

Accountant / Bookkeeper Job Description:

- Bookkeeping of accounting transactions using online accounting software with tools like QuickBooks Online, Bill.com, etc.
- Maintain records and Chart of Accounts.
- Process monthly journal entries or accruals
- Conduct monthly reconciliations of bank accounts, grant management, etc.
- Assemble information to management and external accountants in a timely manner.
- Continuously learn new online cloud-based solutions and software to improve processes.
- Review vendor invoices and contracts to record accurate financial transactions.
- Assisting with audits, grant proposals, budget creation

Requirements

- A professional self-starter, high attention to detail and organization skills; analytical thinker
- QBO Online Proficiency is a must; experience with payroll systems is a plus.
- Proficient with Microsoft Excel, Office, and Word
- Understanding of grant management, restricted and unrestricted funds, and nonprofit compliance.

- Strong interpersonal / communication verbal and written skills; Customer Service oriented
- Minimum 3-years bookkeeping with multiple clients and managing competing priorities.
- Accounting degree or certificate preferred; CPA a Plus; and a desire to learn.
- Strong knowledge of accepted accounting practices and principles
- Experience working with nonprofit organizations and understanding of tax preparation.

Preferred Skill Sets

- Experience with add-on apps; bill.com, PEX, Gusto, Paychex, etc.

Please submit a cover letter, resume, and rate requirements to:
lindsey@foldenfinancialsolutions.com. Include in the subject line: **Part-Time Bookkeeper/Accounting Manager**