

Bookkeeper/Accounts Manager

Position Description



- Reports to:** Executive Director and Board Treasurer
- Hours & Classification:** 10-15 hours/week at \$37.50/hr as a contractor
- Location:** Work remotely with once a week visit to office in Arlington

ABOUT THE POSITION

This contracted position is a member of the financial oversight team that includes the Executive Director and the Board Treasurer. The Bookkeeper/Accounts Manager is responsible for all financial processes, including payroll, reporting, and accounts management. This position relies on Quickbooks Online, as well as other electronic systems.

POSITION REQUIREMENTS

- Strong organizational skills and detail-oriented work style.
- Ability to multi-task and meet strict deadlines.
- Bookkeeping or related experience at a small business or nonprofit organization.
- Expert proficiency in Quicksbooks Online (certification preferred).
- Ability to demonstrate a high level of professionalism in dealing with confidential and sensitive issues.
- Payroll and HR experience preferred.

RESPONSIBILITIES

Accounts Payable/Receivable

- Reconcile all bank accounts and provide reconciliation reports to the Executive Director and Board Treasurer.
- Pay and record all check requests and bills. Schedule online monthly payments.
- Ensure that all expenditures and revenue are appropriately categorized.
- Collect donation checks and deposit weekly. Track online payments from charitable organizations and enter into Quickbooks. Sync NeonPay payouts to Quicksbooks once a week. Provide all donation information to the Assistant Director for donor reporting.
- Schedule and reconcile credit card statements monthly.

Payroll and HR

- Manage payroll process (collect timesheets, run payroll twice a month, and update employee status as needed).

- Collect and submit all reimbursements from employees for approval and add to their paycheck.
- Help onboard new employees, contractors, and spiritual directors and associates.
- Benefits and retirement plan administration as needed.

Contractors and Spiritual Directors/Associates

- Once a month, calculate all spiritual directors' and associates' donations and pay by direct deposit or check.
- Pay contractors once a month.
- File all 1099 NEC's for contractors, spiritual directors and associates.

IRS / Tax-related documents

- Provide financial data to CPA for annual 990 IRS form.
- Monitor federal, state income tax and unemployment tax notices and tax reports.
- File and pay VA sales tax for Common Good Things on a quarterly basis.
- Ensure government compliance when needed.

Financial Planning/Analysis

- Submits regular profit and loss reports to Executive Director and Board Treasurer.
- Assists with budget report input.