



Job Title: Senior Bookkeeper / Finance Specialist

Position Overview:

We are seeking a detail-oriented and proactive Bookkeeper / Financial Operations Specialist to manage the day-to-day financial operations of our organization. This role is essential to maintaining accurate financial records, supporting compliance, and ensuring timely reporting. The ideal candidate will have strong bookkeeping skills, experience with nonprofit financial practices, and the ability to collaborate across departments.

Key Responsibilities:

• Daily Bookkeeping & Financial Management:

- Manage downloads and reconciliation of bank and credit card transactions.
- Maintain and reconcile balance sheet accounts and ledgers.
- Prepare Accounts Receivable (A/R) invoices.
- Enter and manage Accounts Payable (A/P), monitor cash flow, and process bill payments.

• Monthly & Annual Reporting:

- Review and prepare monthly financial statements and reports by the 20th of the following month.
- Prepare year-end 1099s and assist with other year-end financial tasks.
- Support data collection and documentation for the annual Form 990 and audit in coordination with the CPA.

• Team & Organizational Support:

- Collaborate with team members to provide financial data and support as needed.
- Respond to organizational email inquiries within two business days.
- Perform additional tasks as identified by the organization.

• Grant & Compliance Support:

- Track and report on grants and support compliance monitoring.
- Assist with budget development and allocation assignments.
- Provide financial statement and audit reporting support across the organization.

• Payroll & Regulatory Oversight:

- Review payroll setup and address outstanding state and federal notices.
- Resolve and correct payroll-related issues as applicable.



Qualifications:

- Minimum 3 years of bookkeeping or financial operations experience (nonprofit experience preferred).
- Proficient in QuickBooks Online and Microsoft Excel.
- Strong understanding of financial statements and compliance requirements.
- Highly organized with excellent written and verbal communication skills.
- Ability to work independently, prioritize tasks, and meet deadlines.