



Bookkeeper

The Bookkeeper is responsible for maintaining the organization's accounting system and generating monthly financial reports for the Board of Directors and other committees as needed. The bookkeeper is responsible for basic accounting, such as journal entries, bank account reconciliations, and the generation of financial reports.

Key Responsibilities

- Monthly QuickBooks reconciliation.
- Classify incoming transactions to QuickBooks.
- Generate cashflow reports.
- Work with Board Finance Committee as needed.

Volunteer Term: minimum 6 months

Average Weekly Commitment: 2 hours

Reports to: Executive Director