



Project Citizenship Part Time Bookkeeper Job Description

Project Citizenship seeks a part-time bookkeeper to update and maintain financial records and liaise with the Director of Programs and Operations, as well as an outsourced accounting firm, to ensure accurate record keeping. The ideal candidate is available to work in the office one day per week, about 8 hours, on average.

Project Citizenship's exclusive mission is to assist permanent residents to become U.S. citizens by providing free application assistance because of the transformative power of citizenship. Citizenship is the only protection against deportation and the best method to secure important rights and benefits.

Principal Purpose of Job: The bookkeeper supports the Director of Programs and Operations and Executive Director in updating and maintaining accurate books, liaising with our outsourced accounting firm to assist with documentation upload and review. This includes expense and donation tracking, paying bills, contacting vendors, and preparing invoices, as well as a variety of other accounting duties.

Supervision: The bookkeeper reports directly to the Director of Programs and Operations.

Essential Job Functions:

- **Bookkeeping:**
 - Maintain and reconcile monthly bank and credit card statements in QuickBooks
 - Pay bills, monthly expense reports and prepare invoices
 - Lead periodic reviews of accounts in QuickBooks to ensure accuracy
 - Liaise with accounting firm to ensure appropriate documentation is provided for grants and donations
 - Assist Executive Director and Director of Programs and Operations with audit prep on an annual basis.
 - Payroll- Review and prepare X for payroll administration by outsourced accounting firm
 - Salesforce- Review and prepare donation reports for the Director of Development and Director of Programs and Operations
 - Assist Executive Director and Director of Programs and Operations with preparing a budget each year and analyzing actuals versus budgeted income and expenses
 - Other operational and accounting duties as needed.

Qualifications Desired:

1. Detail-oriented, responsible, energetic, self-directed.

2. Excellent organizational skills; ability to plan workflows, handle multiple tasks simultaneously, prioritize, problem solve, and meet deadlines.
3. Strong computer skills (Microsoft Suite) and facility with the internet.
4. Knowledge of QuickBooks.
5. Familiarity with a wide range of financial transactions.
6. Excellent writing and communication skills.
7. Experience with nonprofit organizations, experience with Salesforce is a plus.
8. High degree of personal and professional integrity.

Compensation commensurate with experience.

How to apply: Please email one PDF of your resume and cover letter. Please provide contact information for three persons that we can contact as your references to mtorres@projectcitizenship.org.