

**Concord Carlisle Foundation
Bookkeeper**

The Concord Carlisle Foundation engages our community to compassionately and actively advance the well-being of Concord and Carlisle residents by supporting a broad range of human service organizations. Through annual fundraising, events, and the grant allocation process, the CC Foundation understands the needs of the community and engages our community's local resources to support nonprofits and continue to make our towns vibrant places to live.

The Bookkeeper works closely with the Executive Director, Associate Director, and development team, including the Board Treasurer and Finance Committee. Reporting to the Executive Director, the Bookkeeper is responsible for the timely and accurate processing of donations, reconciling reports for required government filings, paying bills, and for the overall safeguarding of the organization's financial and donor systems.

Status: Non-Exempt position, 6-10 hours per week, 12 month position, flexibility with summer hours to be discussed.

Salary: \$25 per hour.

Responsibilities include:

Fiscal Management:

Performs bookkeeping and financial reporting functions for the fiscal health of the organization.

- Record financial transactions using QuickBooks
- Run monthly and ad hoc P&L and General Ledger (GL) reports
- Process general journal entries
- Perform bank and balance sheet account reconciliations
- Post invoices and prints checks bi-weekly or as needed
- Post outgoing invoices, cash received, cash transfers and journal entries to GL
- Process donations, deposits checks, tie-out donation deposits in Quickbooks with Raiser's Edge donor database for month end and year end
- Manage and reconcile credit card statements, EFTs, and other third party payment systems
- Manage the annual audit process in collaboration with the Finance Committee
- Assist with Annual Report financial reporting

Operational Responsibilities:

- Work with Program Coordinator on financial matters as related to vendors and donor data
- Attend pertinent staff and committee meetings and Foundation events

Qualifications:

- Proficiency in Microsoft Excel; experience with Raiser's Edge preferred
- Proficiency with QuickBooks; min 2 years' experience preferred
- Comprehensive knowledge of Microsoft Office and G Suite
- Strong analytical, interpersonal, and organizational skills
- Ability to meet deadlines, prioritize assignments, manage multiple tasks simultaneously and deal with highly confidential information
- Commitment to strong performance, attention to detail, and high standard of accountability
- Interest in working in a small office environment and as a team player
- Bachelor's Degree preferred or equivalent experience
- Familiarity with the Concord and Carlisle communities, a plus
- Non-profit experience preferred

For more information and to submit a resume and cover letter, please contact:

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