



*New Beginnings empowers survivors and mobilizes community awareness and action to end domestic violence.*

## **Job Announcement**

### **BOOKKEEPER (Part-Time)**

Join a diverse and vibrant community of activists working to end gender-based violence at New Beginnings. BIPOC, members of the LGBTQ community, Survivors and those with bilingual skills are strongly encouraged to apply.

New Beginnings is committed to creating a diverse, welcoming and positive workplace. Please include a cover letter telling us about your passion for our mission and any work, volunteer or life experience you have that is relevant.

New Beginnings values your lived experience. **To apply, please email a cover letter detailing your abilities relative to this position along with your resume to [info@newbegin.org](mailto:info@newbegin.org).** Open until filled. Additional agency information available at [www.newbegin.org](http://www.newbegin.org)

**RESPONSIBILITIES:** The Bookkeeper helps to maintain the integrity of the agency's financial records and ensures that data is regularly entered into the accounting database while maintaining compliance with internal control procedures. This role supports the Accounting Director and requires a high level of thoroughness, organization, and attention to detail.

**REPORTS TO:** Accounting Director

**HOURS:** 20 hours per week, Monday through Friday, specific schedule TBD.

**COMPENSATION:** \$25/hour; medical, dental & vision benefits; monthly paid trainings; training allowance; paid leave; life insurance; retirement contribution. This is a non-exempt position.

#### **RESPONSIBILITIES:**

- Write disbursement checks for payable invoices.
- Enter revenue record data.
- Match credit card receipts to statements.
- Compile and enter debit and credit card charge information.
- Acquire any missing documentation from agency programs.
- Ensure that all accounts payable invoices are filed weekly.
- Reconcile balance sheet accounts.
- Conduct reconciliation between Development team and Accounting team records.
- Enter complete, accurate and appropriate data into the accounting database.
- Assist with preparing for annual agency financial audit.
- Assist with any reports as needed.

#### **OTHER DUTIES:**

- Assist with other projects as assigned.
- Actively contribute to a positive team environment.
- Participate in all staff meetings, team meetings and planning days.

#### **QUALITIES WE ARE SEEKING:**

- Commitment to the mission of New Beginnings and to the needs to domestic violence survivors.

- Willingness to learn about and promote equity and social justice within and outside of New Beginnings.
- At least (2) years year working in a bookkeeping role.
- Experience with accounting software a must; experience with MIP fund accounting software a plus.
- Minimum of 50 wpm typing speed with 10-key.
- Proficient with Microsoft Office applications.
- A curious mindset with the ability to identify problems, locate missing information, and suggest solutions.
- High-level accuracy, focus, and attention to detail in working with data to ensure completeness.
- Ability to work autonomously and manage priorities to meet weekly and monthly deadlines.
- Ability to maintain the strict confidentiality of New Beginnings' financial information.
- Ability to use supervision effectively to gain support and enhance performance.