

### **Part-time Bookkeeper Job Summary**

For Impact | The Suddes Group is a small social enterprise working directly with and for the top social entrepreneurs, nonprofits, and philanthropists on the planet. We help organizations all over the world tell their story, build their team, and fund their vision. Our clients include small shoestring nonprofits with an all-volunteer staff to large international NGOs, and everything in between! Their missions range from combating global warming to ending world hunger to abolishing the death penalty, just to name a few.

We're looking for a part-time Bookkeeper to support our internal operations and provide excellent customer service to our clients. This role is based in our Dublin, OH, headquarters, and will require approximately 10-15 hours per week.

#### **Qualities and Experience**

- Associate's degree or equivalent experience in business administration, accounting, or relevant field.
- Knowledge of accounting and bookkeeping principles.
- Demonstrated service orientation: someone who seeks understanding, patiently explains and walks people through established processes, and leaves clients feeling well cared for (perhaps even delighted!).
- Experience with Quickbooks Online accounting software.
- Keen attention to detail and ability to keep records and files organized.
- Effective collaborator and skilled cross-functional communicator.
- Strong time manager with respect for deadlines.
- Ability to identify errors and solve problems.
- Decisive and critical thinker.

#### **Responsibilities**

- Perform general bookkeeping duties, including posting information to accounting software and regularly reconciling accounts.
- Distribute customer invoices and ensure that receivables are collected in a timely manner.
- Pay debts as they come due for payment, including necessary bills as well as supplier and vendor invoices.
- Obtain necessary tax forms from new vendors.
- Complete tax forms

- Maintain the annual budget and chart of accounts.
- Perform reconciliations of bank accounts on a monthly basis to ensure accuracy.
- Issue financial statements created by certified accountant.
- Make deposits and record all cash receipts.
- Process company payroll and expense reimbursements.
- Maintain an organized and streamlined accounting system.
- Provide administrative support to the team when required.

**Other Details**

- Schedule: Approximately 10-15 hours per week.
- Location: Columbus, OH. We work mostly in the office with occasional telework permitted.

**To Apply**

If this opportunity is exciting to you, send your resume and cover letter to [talent@forimpact.org](mailto:talent@forimpact.org).