

Bookkeeper/Accounting Assistant
Friendship Bridge – Lakewood, CO



Friendship Bridge is a nonprofit social enterprise creating opportunities that empower women in Guatemala to build a better life. We use an innovative and high-impact approach to poverty alleviation by combining the tools of microfinance, education, and preventive health services. We call this Microcredit Plus. As a result of participating in our programs, our clients experience a combination of increased resilience, improved empowerment, and accelerated business development.

POSITION SUMMARY

The Bookkeeper/Accounting Assistant is based in Lakewood, Colorado, USA. This is a part-time position (15 hours/week) and reports to the Office Manager. This position is responsible for accounts payable, accounts receivable, bank reconciliations.

JOB DESCRIPTION

ACCOUNTING

- Record monthly payable and receivable activity into accounting system, NetSuite.
- Responsible for the monthly bank reconciliations (checking and savings accounts)
- Deposit all cash and checks at the bank after processing.
- Keep accounts payable current, cutting checks or processing ACH payments at least once per week.
- Responsible for the storage & maintenance of all permanent financial records.
- Assist the CFO during annual audit with reports and requested information.
- Support in the reporting and filing of quarterly state sales tax filing
- Assist with compiling information for the annual form 990
- Assist with the reconciliation of all US asset and liability accounts

IT MANAGEMENT

- Oversee the purchase and maintenance of the office machines, including computers, printers, copiers, telephones, voice mail, etc.
- Facilitate the setup of new office equipment and equipment for new employees.
- Troubleshoot any problems that arise with the office machines.
- Provide or arrange for technical support for users of office equipment.
- Handle technical aspects of in-office meetings/presentations including equipment set-up, scheduling, etc.
- Maintain email boxes for general and employment inquiries.

DATABASE REPORTING

- Responsible for all reporting from donor database
- Partner with Marketing Manager on reporting for emails and print appeals
- Maintain and update records in database
- Data entry of cultivation as needed

DESIRED SKILLS AND EXPERIENCE

- Prefer 3 years bookkeeping experience
- Proficient knowledge of NetSuite required
- Associate's or Bachelor's degree in accounting or related field preferred
- Familiar with GAAP and FASBE standards of practice
- Exceptional organizational and time management skills
- Proven ability to meet deadlines
- Is an independent, self-starter, problem-solver and critical thinker
- Maintains highest level of confidentiality, accuracy and attention to detail
- Stays abreast of changes in nonprofit accounting practices and regulations and complies with federal, state and local requirements
- Experience and knowledge of Microsoft and Google Suite
- Ability to work with minimal daily supervision and manage priorities

PERKS OF WORKING AT FRIENDSHIP BRIDGE

- Friendship Bridge provides for equality of opportunity without regard to race, color, age, religion, sex, national origin, disability or handicap
- A comprehensive benefits package with a monthly benefit stipend to use for health insurance, dental insurance, vision insurance, 403b, or Flex Spending Account.
- Paid time off includes 10 paid holidays plus accrual of vacation, sick and 3 personal days.
- Combination remote (1 day per week or equivalent) and in office schedule, after training period
- Weekly in person Spanish class in Lakewood, CO office
- Dog friendly work atmosphere
- Casual dress code
- Employee discount on <https://www.handmadebyfriendshipbridge.org/>
- Empowerment of women
- This position is located in Lakewood, Colorado

Salary range: \$18-\$23 per hour

Send cover letter, resume and salary requirements to hr@friendshipbridge.org. No calls, please.