



Title: Bookkeeper
Reports To: Executive Director

Position Overview

The Bookkeeper will be responsible for maintaining accurate financial records for Tremont West Development Corporation. The role involves day-to-day financial operations, including recording transactions, processing accounts payable and receivable, reconciling bank statements, and supporting the overall financial health of the organization. The ideal candidate will have a keen eye for detail, strong organizational skills, and the ability to work collaboratively with other staff members.

Key Responsibilities

- Record day-to-day financial transactions and ensure accuracy in the general ledger.
- Process accounts payable by entering bills, paying vendors, and tracking expenses.
- Generate and issue invoices for accounts receivable, record payments, and monitor outstanding balances.
- Reconcile bank statements and ensure consistency between financial statements and bank records.
- Maintain accurate records of grants, donations, and other sources of income, ensuring compliance with donor and grant requirements.
- Assist with monthly, quarterly, and annual financial reporting, including balance sheets, income statements, and cash flow reports.
- Monitor and address bookkeeping errors, such as duplicate entries, missing invoices, or discrepancies in reconciliations.
- Assist with audit preparation and liaise with external auditors as needed.
- Ensure adherence to financial policies, procedures, and controls.
- Maintain confidentiality and security of all financial information.

Required Qualifications:

Proven experience as a bookkeeper or in a similar role, preferably within a nonprofit organization. Proficiency in QuickBooks, Microsoft Excel, and other accounting software. Strong understanding of basic accounting principles and bookkeeping best practices. Associate's degree or higher in Accounting, Finance, or a related field a plus.

Compensation:

This position offers 15 hours of work per week at a rate of \$20.00 per hour. Benefits include a 401(k), paid time off, and a flexible schedule. To apply, please submit your resume and cover letter to juliedahlhausen@tremontwest.org with "Bookkeeper" in the subject line.