



## Bookkeeper/Accountant

**Company:** Kids in Common

**Reports to:** Executive Director

**Status:** Part-Time / Contract

**Desired Start Date:** Dec 2025

### Position Summary

The Bookkeeper/Accountant Consultant will provide financial management and bookkeeping services to ensure accurate, timely, and compliant financial records for the organization. This role supports the nonprofit's mission by maintaining strong fiscal accountability and assisting with reporting requirements.

### Key Responsibilities

#### General Accounting

- Process all monthly financial transactions using QuickBooks Online (QBO) software to include recording bank deposits, Accounts Receivable, Accounts Payable, and journal entry transactions
- Use QBO to pay vendors via ACH or a check in the mail
- Reconcile all statement of financial position accounts
- Allocate costs between Admin, Fundraising, and Programs
- Prepare the monthly financial packet to include:
  - Commentary
  - Cash and profit/loss graphs
  - Statement of financial position



- Statement of activities in all formats requested by the Client
  - Statement of cash flows
- Save all invoices, receipts, and other supporting documentation to the Client's cloud storage

### **Grant & Donation Tracking**

- Record all donations and donor contact information using donor platform (Bloomerang), ensuring the receipt of tax-acknowledgement for each donor
- Maintain accurate records of grants and donor contributions.
- Support reporting for funders and donors.

### **Payroll & Tax**

- Prepare and file 1099s and assist with annual audit or financial review.
- Process semi-monthly payroll:
  - Use QBO to pay the Client's employees according to a semi-monthly schedule.
  - As necessary, process changes to employee pay profiles to include but not limited to: mailing addresses, pay rates, tax withholding rates, garnishments, voluntary deductions, direct deposits, etc.
  - Use QBO to track accrued hours for sick, vacation, or other time as necessary in accordance with the employee handbook and policies. Make sure employees have enough accrued time to cover what is requested.
  - Review timesheets for any non-exempt (hourly) employees for management approval, meal breaks, split shift, and for any other relevant compliance with federal and state laws. Ensure that the timesheet data accurately transfers from QBO's timekeeping module into QBO's payroll module.
  - Review the final payroll totals for reasonableness before submitting to QBO for processing the pay checks.
  - Save each period's QBO reports to the Client's cloud storage.
  - Process Accounts Payable payments as a result of payroll such as submitting payments for garnishments, retirement plan, etc.
  - The Company will report all new hires to the California Employee Development Department (EDD).
  - Review the quarterly federal and state payroll tax returns and check the EDD and EFTPS websites to verify that QBO made the payments on behalf of the Client.



- Process manual off-cycle checks including but not limited to termination checks. In the event a live check is needed by the Client, the Company will create a PDF file of the check and email it to the Client for printing at their local office.

### **Advisory**

- Recommend improvements to financial systems and internal controls.
- Serve as a resource for financial questions from staff and board.

### **Other**

- Perform any other tasks, assignments, or general consulting as requested by the Client and agreed to by the Company.

### **Qualifications**

- Proven experience in nonprofit bookkeeping and accounting.
- Proficiency in accounting software (QuickBooks preferred).
- Knowledge of nonprofit financial regulations.
- Strong attention to detail and organizational skills.
- Ability to work independently and meet deadlines.
- Excellent communication skills.

### **Hours**

- Part-time, flexible schedule (estimated 20 hours per month).

**Please send resume and all inquiries to [jmurrieta@kidsincommon.org](mailto:jmurrieta@kidsincommon.org)**