



Bookkeeper Job Description

Part-Time, Remote | Up to 25 Hours per Month | Reports to Operations Manager



Overview

WISER International is a 501(c)(3) nonprofit organization with a fully remote staff based in the US. WISER empowers girls in rural Kenya to overcome the barriers that threaten their education, health, and safety. We believe girls have the power to lead change in their communities and we are committed to creating opportunities for them to do so. Our flagship program, the WISER Girls Secondary School in Muhuru Bay, Kenya, provides girls with a holistic and high-quality educational experience including psychosocial counseling, access to university-quality science labs, leadership training, and more all while offering high-impact health and education programs for the Muhuru Bay community. To learn more, please visit www.wisergirls.org.

The WISER International team is seeking an organized and experienced Bookkeeper for a part-time independent contractor position. The Bookkeeper will report to the Operations Manager. This position will be responsible for the preparation and maintenance of financial records and reports for WISER International. They will provide financial support to the organization through bookkeeping, bank reconciliation, reporting, and fiscal accountability processes. Our organization is in a period of exciting evolution and this part-time role will contribute substantially to the growth of WISER's work and mission.

Duties & Responsibilities

Bookkeeping:

- Prepare General Ledger and supporting accounts within QuickBooks cloud-based accounting system.
- Record cash receipts and reconcile all donations from crowdfunding platforms.
- Reconcile credit card statements to expense reports.
- Enter Payroll from reports produced by ADP payroll service.
- Maintain financial records and filing.
- Maintain adequate documentation of all revenue and expense transactions.

Banking:

- Reconcile bank accounts monthly.
- Monitor cash flow and cash management.

Reporting:

- Prepare financial statements monthly and as requested by the WISER International Finance Committee: Bank Reconciliations, Journal Entries, Budget vs. Actual P&L, P&L YTD, Comparative Balance Sheet, Income by Customer, Expenses by Vendor, YTD Fundraising Summary.
- Prepare year-end information for the accountant and support annual federal and state filings, including 990 preparation and filing support.
- Prepare materials and coordinate annual internally queried internal audit with Operations Manager.

General

- Provide advice and recommendations on financial procedures and practices.
- Ensure adherence to financial policies following generally accepted accounting principles and U.S./State of North Carolina laws.
- Support the Operations Manager in the annual budget process.

Required Qualifications

- Minimum five years of bookkeeping experiences, ideally with a 501(c)(3) organization.
- The ability to work in a cross functional environment, autonomously, and in an entirely virtual setting.
- Ability to manage a wide range of information and communicate details about that information accordingly.
- Customer service orientation- views role as supporting and facilitating the work of the team; and as integral to ensuring the team's cohesiveness and effectiveness.
- Strong computer skills, including expertise in QuickBooks cloud-based accounting system and Microsoft Excel.
- Thorough understanding of generally accepted accounting principles (GAAP) and standards for nonprofit organizations.
- Understanding of state and federal reporting standards for nonprofit organizations.
- Expertise in cloud-based file management.

Compensation and Timeline

The Bookkeeper is a part-time independent contractor position, ranging in hourly compensation from \$20-22 per hour, for up to 25 hours per month. While there is some flexibility with the scheduling of these hours, the bulk will need to be scheduled in the beginning of the month to close out the prior month's books and provide reports by the 15th or so (depending on the month and how days fall). WISER is an entirely virtual team, and we do not have a preference for your location, we only ask that you are able to make yourself available for periodic check-ins with the

Operations Manager (East Coast) during normal business hours and a one hour paid team meeting monthly. Applications will be reviewed on a rolling basis and we aim to fill this position by June 1, 2021.

How to Apply

Please submit your resume and cover letter to michelle.gherardi@wisergirls.org; with your first and last name followed by Bookkeeper in the subject line.

WISER International, Inc. is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. We are committed to the principle of equal employment opportunity for all employees, contractors, and partners, and to providing a work environment free of discrimination and harassment; at WISER, we celebrate our differences. All working relationships at WISER are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, family or parental status, sex (including pregnancy), sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, mental, sensory, or physical disorders/disabilities, genetic information, age, political affiliation, membership in an employee organization, past or present military service, or any other status protected by the laws or regulations in the United States. WISER will not tolerate discrimination or harassment based on any of these characteristics.