



1.15.21

Job Announcement: Part-Time Bookkeeper

Partnership for a Drug-Free Community seeks an experienced part-time Bookkeeper.

Organizational Overview

Partnership for a Drug-Free Community is a nonprofit 501(c)(3) tax-exempt corporation founded in 1988 and provides youth substance use prevention and education services and recovery resources for residents of Huntsville, Madison, and all of Madison County.

Position Overview

Partnership seeks a part-time bookkeeper who is experienced with nonprofit bookkeeping and accounting principles. This is a contract position for 8 to 12 hours per week. Pay range \$15 to \$20 per hour. Work to be completed at the Partnership office, downtown Huntsville. This position reports to the associate director and the executive director.

Duties and Responsibilities

The bookkeeper's main responsibility is to ensure the accuracy of the Partnership books and also produce financial reports as needed for Partnership's senior management and board to fulfill their fiduciary oversight responsibilities. Ongoing main duties include:

- Perform payroll functions in an accurate and timely manner, and submit payroll taxes
- Conduct reconciliation of all accounts on an as-needed basis
- Maintain and balance the general ledger in an accurate, complete, and up-to-date manner
- Perform all activities related to the accounts payable function including reviewing, coding, and processing payments
- Perform account receivable functions including invoicing, deposits, collections, and revenue recognition
- Prepare financial reports through the collection, analysis, and summarization of data
- Interpret and apply accounting policies, rules, and regulations to all work to ensure compliance with applicable standards
- Oversee filing of tax forms including 1099s, A-3, W3, W2s
- Participate in meetings with board members regarding finances
- Be the main liaison with the Partnership's accounting firm on the annual audit, filing of tax returns.

Qualifications

- Associate's degree in Accounting or related field will be considered. Bachelor's preferred.
- 3-5 years of relevant experience working in accounting and bookkeeping, nonprofit experience preferred
- Thorough knowledge and understanding of GAAP, standard and nonprofit
- Strong verbal and written communication skills
- Proficient skills in QuickBooks, Microsoft Excel, and Word
- Experience with accounts payable, accounts receivable, payroll, and general ledger
- Experience administering benefits
- A high degree of accuracy and attention to detail

Working Conditions

Works in an office area. Sits, stands, bends, lifts, and moves intermittently during working hours. Interacts with staff, visitors, etc. May be required to work extended periods at a computer requiring repetitive motion. Infrequent light physical effort required.

COVID-19 Precautions

- Personal protective equipment provided or required
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place

How to Apply

Please send your resume, a cover letter indicating your interest to info@thedrugfreepartnership.org with the subject header: Bookkeeper

Partnership for a Drug-Free Community is an equal employment opportunity employer. We seek a broad and diverse pool of candidates and strongly believe that our organization benefits from the perspectives and talents of a diverse staff.