



JOB DESCRIPTION

Position Title: Business Manager/Bookkeeper (Part-time)
Supervisor's Title: Associate Director
Hours: 24 hrs /week (on average)

VCE seeks an experienced, part-time bookkeeper/business manager to manage the accounting and finance requirements of a small but complex non-profit organization. Experience in non-profit accounting is highly desirable. Responsibilities will include overall financial management (using Quickbooks and Excel; payroll, benefits administration, and human resources management for a small staff (<12); management of government grants and contracts, including some international; management and responsibility for biannual audit and annual 990; tracking cash flow, temporary and permanent restricted funds; and working collaboratively with other staff to reconcile donor management software with Quickbooks records and meet the needs of staff for financial reports, project budgets, and other finance-related information. Confidentiality, excellent organizational skills, accuracy, and acute attention to detail are important qualifications for this position, as well as good customer relations and the ability to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines.

Responsibilities:

- **Bookkeeping, tracking cash flow, financial reporting, AP/AR, contracts, Quickbooks**
- **Budgeting (organizational and project budgets)**
- **Payroll and benefits administration**
- **Insurance**
- **Work with auditors to complete 990s (annually) and financial audit (biannually)**
- **Grants administration, contracting, reporting, invoicing, and record keeping,**
- **Reconciling donations with donor management software**
- **Supporting the VCE staff with needs related to financial reports, project budgets and cost analyses, and grant applications**
- **Work closely with development department to reconcile donor management software and Quickbooks regularly.**

Qualifications:

- Minimum three-five years' relevant experience
- Experience in non-profit bookkeeping, including tracking temporary and permanent restricted funds
- Experience administering federal grants and contracts
- Experience in human resources/compliance

- Experience successfully navigating the auditing process with few adjustments
- Advanced experience with Quickbooks and competence with Excel
- Must be very detail oriented, with strong organizational and time management skills
- Able to perform long-range tasks while handling short-term interruptions
- Able to juggle several tasks and/or projects efficiently and complete them in a timely, high-quality manner

Salary: Commensurate with experience

To apply:

Send resume, cover letter, and contact information for 3 professional references electronically to Susan Hindinger at shindinger@vtecostudies.org.