

## Bookkeeper Job Summary

Little Brothers – Friends of the Elderly seeks a detail-oriented **Bookkeeper** to join our team.

The Bookkeeper processes and maintains the organization's financial records using **Quickbooks Online**.

### We offer:

- \$15.00 - \$17.00 per hour starting pay
- Annual bonus
- Paid holidays, paid vacation, and paid sick time
- Part-Time position (10 to 20 hours per week)
- Flexible schedule
- Can be remote

### Your responsibilities:

- Manage accounts payable and accounts receivable
- Reconcile and balance all accounts weekly
- Prepare and process payroll
- Comply with relevant reporting requirements
- Allocate and post financial transaction details
- Update expenses in classes based on FY allocations
- Assist with audits
- Maintain a complete filing system to support financial records

### Qualifications:

- Minimum two years' experience with Microsoft Office 365
- Minimum two years' experience with QuickBooks Online
- Minimum five years' experience in accounting or bookkeeping including accounts payable, accounts receivable, payroll, or other financial record keeping
- Demonstrated attention to detail and commitment to accurate record-keeping
- Must be willing to sign a non-disclosure agreement

### Application Options:

Submit your cover letter and resume to [cathy.aten@littlebrothers.org](mailto:cathy.aten@littlebrothers.org)

Facebook

Indeed

LinkedIn



"Where Service to the Elderly begins by being a Friend"

*Serving the Elderly Since 1982*