Bookkeeper

Position: Bookkeeper

Organization: The Mississippi Alliance of Nonprofits and Philanthropy is a membership organization whose mission is to serve, build capacity and foster collaboration among and between Mississippi’s nonprofit and philanthropic communities.

Reports To: Associate Director

Classification: Part-Time (Exempt), Non-Supervisory Position

MAJOR FUNCTION:
The Bookkeeper role is essential to the growth of the leadership team, the maintenance of the organization’s fiscal health, and ensuring the success of The Alliance’s mission. The Bookkeeper will assist the Executive Director and Associate Director in maintaining the Alliance’s fiscal health by performing a variety of basic bookkeeping and accounting duties. Services include accurate tracking and management of accounts payable and receivable, payroll and other daily financial transactions and reconciliations.

Essential Responsibilities:
Under the direction of the Executive Director and Associate Director, the Bookkeeper is responsible for performing the following duties:

- Manage all aspects of day-to-day bookkeeping and accounting processes including but not limited to A/P, A/R, payroll, journal entries, and bank reconciliation
- Prepare journal entries for prepaid expense, deferred revenue, and payroll cash accounts
- Balance general ledger by preparing a trial balance; reconciling entries
- Process and pay all weekly payment requests to vendors and consultants.
- Prepare and distribute monthly financial reports to staff to include credit card reports, income statement, balance sheet, cash flow and statement of functional expenses.
- Coordinate with payroll processor to manage semi-monthly payroll for staff.
- Maintain records in QuickBooks software system
- Assist the Executive Director and Associate Director in ensuring the Alliance’s staff adheres to policies and procedures and grant requirements to ensure the integrity of all financial systems
- Coordinate with external CPA and Auditors in preparation for 990 filing and year-end audit
- Support the development of annual organization budget
- Conduct all work under the guidance of the accounting procedures and policies, and systems of internal controls
Qualifications:
- **Education/Experience**
  - Bachelor or associate degree in accounting, finance, or related field; minimum three years of relevant bookkeeping or equivalent professional experience preferred.

- **Essential Skills and Experience**
  - Commitment to having a diverse, equitable and inclusive organization
  - Demonstrated experience in bookkeeping and accounting for a non-profit organization
  - Proficiency in Microsoft Excel and Word skills.
  - Excellent written and oral communication skills.
  - Strong organizational, problem solving and analytical skills.
  - Self-Motivated and able to prioritize and manage multiple projects at once.
  - Experience with QuickBooks, QuickBooks Online or similar software products
  - A high degree of personal integrity and discretion in handling sensitive financial information.
  - Accounting certifications are a plus.
  - Experience instead of degree will be considered.

Interested Candidates should apply at [www.indeed.com](http://www.indeed.com)

Key word(s): Mississippi Alliance of Nonprofits and Philanthropy, bookkeeper

About The Alliance
The Mississippi Alliance of Nonprofits and Philanthropy is a membership organization serving more than 500 nonprofits and grantmakers across the state. Our mission is to serve, build capacity and foster collaboration among and between Mississippi’s nonprofit and philanthropic communities. We value commitments to excellence, trust and accountability and promote a work environment that values respect, fairness, and integrity. The Alliance follows equal employment guidelines and employs personnel without regard to race, creed, color, class, gender, religion, national origin, sexual orientation, age, disability (as prescribed by the Americans with Disabilities Act), veteran status or marital status.