



Part Time Bookkeeper (up to 15 hours/week)

Since 1995, The Asian/Pacific Islander Domestic Violence Resource Project (DVRP) has provided services to survivors of domestic violence in Washington DC, Maryland and Virginia. Our mission is to address, prevent and end domestic violence and sexual assault in Asian/Pacific Islander communities while empowering survivors to rebuild their lives after abuse.

Summary Overview:

Support and manage the day-to-day bookkeeping to include Accounts Payable, Accounts Receivable. Utilizes discretion and safeguards financial information in a professional and ethical manner. The Bookkeeper position is a newly created position working closing with the Finance & Operations Manager. This position is a 1099 contractor working part time hours. This position is currently offered as remote position and may require on site meetings when needed.

Primary Responsibilities:

- Update records of financial transactions in all accounts
 - Assist in Month-End close to include expenses allocation posting.
 - Maintain the upkeep & obtain/collect supporting documents for Invoicing and expenses
 - Balances & reconcile all accounts and subsidiary schedules.
 - Maintains general ledger
 - Assist with Billing Invoices, Donations tracking & posting and tracks payments
 - Uses QuickBooks to class or tag expenses to grants
 - Maintains historical records by filing documents.
 - Assist in Preparation of the basic monthly financial reports and ad hoc reports.
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- **Requirements:**
 - 3 years of bookkeeping experience
 - Proficient in QuickBooks
 - Expertise with Excel
 - Strong oral and written communication
 - Demonstrate attention to detail and accuracy

Preferred:

- Understand job costing is a huge plus for this role
- Work experience in a nonprofit environment

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Compensation Range

\$25-\$30 per hour

Application Process:

Please email resume, cover letter, at least 3 references to the hiring committee with the title "Bookkeeper" at hr@dvrp.org by February 15th 2023. We will be responding to applications on a rolling basis and will not respond to phone inquiries. Incomplete applications will not be reviewed.

DVRP is committed to equal opportunity in employment and, in accordance with the District of Columbia Human Rights Act of 1977, as amended, does not discriminate on the basis of "race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, and place of residence or business