



Job Title: Bookkeeper
Reports to: Vice President of Operations
Position Status: Part-Time

About Empower

Empower is an international nonprofit organization formed in 2013, with a very specific mission - to empower, support, and connect children and young adults up through age 24 who have experienced the loss of their parent(s). Empower has “One mission with Two programs:” **EVENTS** remind them they are not alone in their grief and offers opportunities to meet others who can relate to their loss. **MENTOR PROGRAM** instills hope + optimism while teaching children and young adults grief is survivable.

Position Overview

The Bookkeeper will be a strategic thought-partner, and report to the Vice President of Operations. The successful candidate will be a hands-on and participative coordinator and will support the following areas: finance (business planning and budgeting), payroll, and administration.

The Bookkeeper will play a critical role in partnering with the senior leadership team in strategic decision-making and operations as Empower continues to enhance its quality programming and build capacity. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

Bookkeeper Job Responsibilities

Financial Management

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Oversee and support annual budgeting and planning process in conjunction with the Executive Director and VP Operations; administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization’s financial status.
- Manage organizational cash flow and forecasting.
- Support the implementation of a robust contracts management and financial management/ reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department’s overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to the Board of Directors.

Human Resources & Payroll

- Supporting the VP of Operations, further develop Empower's human resources and administration, enhancing onboarding and offboarding employees, professional development, compensation, and benefits.
- Process bi-weekly payroll through ADP
- Ensure Empower implements best practices in Compliance and Insurance, adhering to deadlines and monitoring costs and options as the organization grows.

Qualifications

- Minimum of a BA in Finance or related field
- Proficient in QuickBooks
- Three to five years of overall professional experience and experience in the nonprofit sector is preferred
- The ideal candidate has experience in financial reporting, budget development, and audit coordination
- Ability to translate financial concepts to – and to effectively collaborate with programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of Empower