



Position: Bookkeeper

Reporting Relationship: Director of Finance

Committed to Our Core Values:

- **Community First:** We prioritize the expertise, desires and needs of students and community residents in the neighborhoods where our projects are focused. Their ideas, hopes and dreams matter most. Bottom line, no matter how awesome anyone thinks Life Remodeled's projects are, they mean absolutely nothing if they don't align with the values and ambitions of children, youth and adults who make up the local community.
- **Always Find a Way:** Our annual goals are always nearly out of reach. Unforeseen circumstances happen. Things change, and we are not only flexible, but we find better solutions than ever before. Every day we are innovating and creating a future that doesn't yet exist. There is always a way, and our team is made of those who not only believe this, but they make it happen.
- **Bold Humility:** If you're only bold, you're a jerk. If you're only humble, you're a doormat. Wielding the balance of these two powerful attributes is what drives Team Life Remodeled to take the form of servant leaders, who value the needs of others over our own with confidence and determination. We embrace our weaknesses and limitations, and we know we all have blind spots. Therefore, we are life-long learners who see every encounter and every challenge as opportunities to learn and grow as human beings.

Description: Our ideal candidate is highly organized, successful at multi-tasking, obsessed with numbers and details, and passionate about accurate accounting and meeting deadlines. You share our core values, have experience working in the nonprofit setting, and are team-oriented. In addition, you have advanced experience with QuickBooks, and demonstrate professionalism and tact in communicating with a wide range of individuals.

Education + Skills Required:

- Experience in accounting or related field
- At least 2 years experience working in accounts payable and receivable
- Extensive experience with data entry, record keeping, and computer operation
- Expertise in Quickbooks, Google Suite, and Microsoft Office products

Activities/Responsibilities:

- Process key accounting transactions including accounts payable, accounts receivable, payroll, in-kind donations, and miscellaneous journal entries
- Work with third party payroll provider to ensure accuracy of payroll tax filing, garnishments, payroll deductions, 1099's, W-2's, and tracking employee paid time off
- Reconcile Quickbooks to donor management system with fundraising team and run reports as needed
- Track and enter all incoming rent payments in rental management system (AppFolio)
- Track and collect all incoming fees due from outside events (Appfolio)
- Review, collect receipts, and enter credit card transactions in QuickBooks
- Take cash deposits to bank as necessary
- Maintain filing system of financial records

- Assist with annual audit and tax filings
- Assist with HR-related functions, such as new hire paperwork and insurance documentation
- Maintain PO Box and “Info@LifeRemodeled.com” email inbox and respond to all email and voice messages
- Provide additional administrative support for the organization as needed

Salary: \$42,000

Interested candidates please send cover letter and resume to Jen at jen@liferemodeled.org

***We are fortunate to receive dozens of inquiries to our job postings, so we will only be able to respond to candidates who most closely match our qualifications. Thank you for understanding!**