



Contract Bookkeeper for San Rafael Non-Profit

Bloom Marin is seeking a self-motivated and organized contract bookkeeper for approximately 5 - 10 hours per week.

Reports to: Executive Director and supports entire organization

Mission Statement: Bloom is a non-profit organization that provides complimentary wardrobes to men, women, and children who are transitioning to a life of self-reliance.

Responsibilities Include:

- ✓ Bank & Credit Card Reconciliation
- ✓ Monthly and annual closing, including reconciling all ledger accounts
- ✓ Oversee cash flow management and prepare monthly reports and analysis
- ✓ Provide Revenue and Expense statements to Board President, Treasurer and Intake Manager as needed
- ✓ Keep general ledger – payables, payroll, grant allocations & accruals, receipts
- ✓ Prepare budget as directed by Executive Director and prepare financial reports for board meetings /Executive Director
- ✓ Deposit checks on weekly basis both for Bloom's retail store and nonprofit.
- ✓ Process payments from, but not limited to, Network for Good, PayPal & Greater Giving
- ✓ Process payroll and ensure timely booking of payroll into QuickBooks, working with online payroll company Heartland
- ✓ Calculate and process State Board of Equalization tax payments in a timely manner
- ✓ Track all restricted funds as instructed by the Executive Director
- ✓ Work with CPA to provide all necessary documents for Bloom's 990
- ✓ Process Forms 1099 for all Bloom contractors

Qualifications & Other duties:

- ✓ QuickBooks – minimum of 3 years (Required). Bloom currently uses the online 2016 version and will upgrade to 2019 shortly.
- ✓ Bookkeeping /Accounting - minimum of 3 years (Required)
- ✓ Non-profit bookkeeping (Required).



- ✓ Able to meet financial timelines
- ✓ Be clear, concise and open with communication
- ✓ Work well with staff, volunteer and board members
- ✓ Pay attention to detail
- ✓ Be self directed and ask appropriate questions
- ✓ B available to work both onsite and from home

Time commitment: 5 – 10 hours per week