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**TRANSPORTATION CHOICES FOR SUSTAINABLE COMMUNITIES**

**Bookkeeper – Small, Non-Profit Organization**

Transportation Choices for Sustainable Communities (TCSC) is a small, non-profit organization based in Berkeley, CA. We are currently looking for a competent, detail-oriented, professional who is familiar with modern accounting practices and would provide bookkeeping services on an as-needed basis. It is expected that during the year, the workload will be highly variable, but with a clear emphasis on regular, specific tasks such as tax-related reporting during the first and second quarters of the calendar year, and financial reports for annual board meetings.

**Bookkeeper Duties and Responsibilities**

The Bookkeeper’s most important duty will be to track and manage financial data, focusing less on analysis and more on creating and maintaining records. The responsibilities of the Bookkeeper could include the following:

* Documenting transaction details
* Putting together financial reports
* Preparing annual filings with the California Attorney General’s Office
* Preparing bi-annual filings with the California Secretary of State
* Fact-checking accounting data
* Notifying the Treasurer or Senior Staff of any accounting errors
* Calculating interest charges
* Recording financial transactions
* Tracking payroll data

## Bookkeeper Skills and Qualifications

The Bookkeeper should have a mix of formal education and real-world experience. Ideally, candidates should have the following:

* An eye for detail
* The ability to meet deadlines
* The ability to communicate complex data in a clear way
* Exceptional organization skills
* Customer service skills
* Excellent data entry skills

For further information, please contact:

Charles Rivasplata, Treasurer

Transportation Choices for Sustainable Communities

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