



Full Charge Bookkeeper/Administrative Assistant

Reports to: Executive Director

Status: Part-time, non-exempt, \$30 per hour; remote position with ability to travel to San Rafael for mail, banking, and meetings as needed

Hours: 5-10 hours per week

DrawBridge is seeking a full charge bookkeeper/administrative assistant to manage the nonprofit's financial documents, oversee bi-monthly payroll, and update and maintain donor database records.

Essential Job Requirements

- Manages all accounting activities and maintains financial records for the organization
- Processes accounts payable and receivable; collates and enters vendor expenses
- Codes and reconciles all credit card accounts and receipts
- Reconciles bank accounts and prepares bank statements and deposits
- Reconciles and maintains the accuracy of the general ledger
- Processes payroll, remits payroll taxes and governmental reporting, prepares monthly, quarterly, and year-end payroll statements
- Ensures timely payments to independent contractors and service providers
- Assists with onboarding and processing new staff into payroll system
- Maintains knowledge of current federal, state, and local legal requirements, ensures adherence, files reports, and communicates with management on needed actions
- Prepares and files sales tax returns
- Prepares monthly and quarterly financial statements and other financial reports as requested
- Verifies the accuracy of financial reports and values depreciable assets
- Assists in year-end tax preparation, financial reviews, and audits with outside firms
- Assists with processing of mail and donations
- Enters individual, corporate, foundation and event related gifts into the organization's constituent relationship management system (CRM) as received, coding appropriately
- Assists with logging and tracking of grant contracts and reporting schedules
- Generates acknowledgement letters upon receipt of donations for Executive Director and Board President's signatures
- Enters donor/prospect contact notes and gift notes into donor database
- Assists with maintenance of accurate database information and organizes donor mailing lists as needed for appeal letters and fundraising efforts
- Participates in staff and committee meetings
- Other related duties as assigned

Required Skills and Knowledge

- Proficient with online accounting software, spreadsheets, and word processing software
- Demonstrated experience with QuickBooks Online and Excel required
- Demonstrated knowledge of current bookkeeping and accounting procedures
- Demonstrated experience with processing of payroll and California employment regulations
- Possesses excellent written and verbal communication skills and demonstrated meticulous attention to detail
- Possesses positive attitude, initiative, sound judgment, and ability to work independently as well as in team environment

- Experience using PCs, Microsoft 360 suite of software (including Excel, Word, PowerPoint, Outlook, Zoom, Google Workspace, Dropbox, and other online communication platforms for meetings and training)
- Ability to travel to San Rafael as required for banking and meetings

Qualifications

- Associate degree in accounting or related field
- 3-5 years of experience in a bookkeeping role, preferably with a nonprofit organization
- Experience with donor CRMs and online payroll software a plus (Little Green Light, Gusto)

To Apply

Please submit your resume with cover letter for consideration to careers@drawbridge.org. Prior to beginning employment, candidates must complete a criminal background check and provide proof of COVID-19 vaccination. The position will remain open until filled.

DrawBridge is an Equal Opportunity Employer and considers applicants for employment without regard to race, color, national origin, ancestry, religion, age, sex, sexual orientation, gender, or any other characteristic or status protected by federal, state, or local laws, ordinance, or regulations.

DrawBridge Equity Statement

DrawBridge's expressive arts programming is built on a firm foundation of cultural awareness and sensitivity that reflects and celebrates the creative power of the children and diverse communities we serve. Recognizing that homelessness and housing insecurity disproportionately impacts communities of color, DrawBridge provides a welcoming and nurturing space for all, and seeks to employ artists, staff, and volunteers with deep connections to these communities. To learn more, visit drawbridge.org/about-us/equity