



Enriching Lives through Music

Job Announcement

Bookkeeper

Reports to: Operations & Development Director

Classification: Part-time, 10 hours per week

Start date: March 1 (or when position filled)

Salary: \$27- \$32 an hour

Enriching Lives through Music (ELM) is an immersive youth music school in the Canal neighborhood of San Rafael that provides tuition-free, multi-year music education, ensemble and performance opportunities to primarily first generation Latinx children aged 7-18.

Position Summary: ELM is seeking an organized, personable, and collaborative bookkeeper to oversee ELM's financial data and reporting. The Bookkeeper will maintain accounts payable, contributions receivables, payroll, and prepare monthly reconciliations and reports. Bookkeeper will also assist with basic HR duties and support Development with grant budgets. This position reports to ELM's Operations & Development Director.

In-office presence is preferred, but we are open to flexible hours and a "hybrid" schedule.

Responsibilities include but not limited to:

- Manage accounts payable and contributions receivable
- Oversee payroll processing and recording
- Complete monthly bank reconciliations
- Prepare monthly financial reports
- Allocate program expenses
- Track temporarily restricted net assets
- Assist with preparing and managing a \$1.5M+ annual budget
- Comply with all internal control policies of the organization
- Support Development with budgets and final accounting for grants
- Oversee employee (and contractor) onboarding & offboarding
- Perform other general office duties as needed

Required skills and experience:

- Bachelor's or Associate's Degree in Accounting preferred
- Three (3) years relevant experience required
- Competency in Quickbooks required
- Experience managing payroll
- Reliability, attention to detail, and accuracy are essential in this position
- Excellent organizational and written and verbal communications skills
- Ability to work independently and meet deadlines
- Excellent interpersonal skills
- Thrives in a collaborative, team player office environment
- Interest in growing professionally with a mission-driven, social impact organization

Familiarity with frequently-used software/systems:

- ✓ Gusto or other payroll processing service
- ✓ Slack
- ✓ Google Workspace (Drive, Sheets, Docs)
- ✓ Bloomerang (or other CRM/donor management tools)

Please email cover letter and resume to:

Andrea Lloyd

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For more information about ELM, please visit:

elmprogram.org