



## **Job Description: Bookkeeper**

**MOASH** mobilizes youth voices, engages community partners, and informs decision makers to advance sexual health, identities, and rights.

**Job Purpose:** The Bookkeeper is responsible for supporting the overall function of the MOASH finance department and the Finance Director.

**General Duties:** The Bookkeeper performs a wide range of duties including:

- Basic accounting functions, such as recording transactions and attaching supporting documents.
- Monitoring accounts receivable & payable, including new vendor and funder setup
- Quickbooks report generation and preparation
- Working within Excel to create and maintain spreadsheets
- Working within Google Drive and Sheets to update and collect information
- Protect confidential and sensitive information
- Provide additional support to Finance Director during month end close and FYE (9/30)
- Assist with gathering supporting documentation for annual audit
- Assistance with monitoring of bank and credit card accounts for accuracy
- Providing other accounting assistance and finance support as requested

### **Qualifications:**

- Knowledge and experience working with grants, including allocating expenses across grants
- Basic accounting, finance, and budget knowledge
- Proficient in QuickBooks and Excel
- Communication competence, including skillful verbal and written communication
- Excellent attention to detail and strong organizational skills
- Strong analytical skills
- Two or more years of nonprofit bookkeeping experience

**Work Locations:** This is a remote position. The candidate must be able to work from home and have the access to a computer, phone, printer and internet connection.

**Working Hours:** This position is part time, up to 10 hours per week. Working hours are normally 9am to 5pm.

**Exemption status:** The is a part time non-exempt position. Compensation: \$20/hr -\$25/hr commensurate with experience.

**To Apply:** Please send your cover letter and resume to [lori.rasmussen@moash.org](mailto:lori.rasmussen@moash.org). This position remains open until filled.

EEO Statement: MOASH seeks to recruit the best-qualified people for its staff. In doing so, it will afford equal opportunity for employment, training, promotion, and compensation to all persons without regard to race, color, gender, national origin, sexual orientation, gender identity, age, marital status, religion, HIV status, physical or mental disability, political affiliation, veterans' or military status, or any other status protected by applicable federal, state, or local law. MOASH complies with all applicable federal, state, and local laws that prohibit discrimination in the workplace.