



Part-Time Bookkeeper Position Description

WHO WE ARE

Leadership Center for Excellence (LCE) is a 19-year-old nonprofit organization headquartered in Arlington, Virginia that focuses on leadership development and community building, having graduated over 1,500 leaders. We develop and train leaders across the DC metropolitan region through a multitude of programs for personal and professional development for any stage of the leadership continuum. By developing trained leaders who are committed to building, supporting and strengthening our region, we foster a sense of community, visionary leadership, partnership and collaboration that motivates participants to become agents of change. We serve as an integral part of our community, building leadership for the future, developing connections between the business, nonprofit and public sectors and participating in balancing community dialogue for the common good. We have a small office staff with a “family” atmosphere that values impact, transparency, authenticity, integrity and outstanding customer service. The work atmosphere is high energy and never dull. Additional information may be found at our website: www.leadercenter.org.

HOW TO APPLY

Deadline: Position open until filled. Candidates must email a cover letter, resume and salary expectations/history to jobs@leadercenter.org with “Part-Time Bookkeeper” in the subject line. Phone calls **WILL NOT** be accepted.

YOUR ROLE--PART-TIME BOOKKEEPER

Leadership Center for Excellence seeks an enthusiastic and mission-focused part-time bookkeeper to join our team. This position is part-time and reports to the President & CEO. The chosen candidate will work 20 hours per week (determined with CEO on a mutually-agreeable schedule during business hours, Monday through Friday). Wage is \$30 per hour. No benefits are offered.

ESSENTIAL FUNCTIONS

- Maintain adherence to LCE’s fiscal policies
- Reconcile all bank, credit card, 401K, and other accounts as well as batch summary reports using a variety of payment gateways (credit card processors)
- Fiscal budgeting/tracking in tandem with the President & CEO and senior staff
- Understand and process journal entries
- Efficiently prepare monthly financial statements and budget reports; make recommendations for cost savings and other improvements
- Prepare financial statements (balance sheet/P&L) for quarterly Board of Regents meetings
- Prepare and manage semi-monthly payroll through ADP (10 employees) with direct deposit and transmit 401K contributions to retirement fund
- Prepare and distribute W2s and 1099s and maintain confidentiality of records
- Receive, record, and deposit cash and checks
- Accounts Payable/Accounts Receivable
- Preparation of any business tax forms (gross receipts, business tangible, 401K) and state registration documents and submit payments as required
- Preparation prior to and support during the annual audit
- Create, track and ensure payment of all invoices and work with vendors as needed
- Maintain complete filing system to support financial records
- Assist with cash flow planning as needed

SKILLS NEEDED TO PERFORM THE JOB

- Strong written and oral communication skills
- Self-sufficient, critical thinking
- Ability to meet multiple deadlines
- Acute attention to detail, precision, accuracy
- Demonstrated and strong time management and organizational skills
- Openness to feedback
- Professional demeanor and sound judgement
- Enthusiasm and dependability for customer service
- Technology-savvy
- Internet competency
- Ability to flourish in a challenging but enjoyable environment
- Ability to adapt and work efficiently in a rapidly changing dynamic environment with deadline pressures

REQUIREMENTS

- Associates degree or higher in accounting, finance or business
- At least two years' experience and proficiency with QuickBooks, accounts payable, reconciliation of deposits, and general bookkeeping
- Proficiency in Microsoft Office programs including Excel, Outlook and Word.
- Must have complete understanding of the basic accounting principles and possess full-charge bookkeeping skills necessary to manage our organization's financial records
- Experience and comfortable working with a variety of payment gateways for reconciliation of batch summary reports
- Experience with fiscal budgeting and tracking
- Previous work in a non-profit a plus, but not required

OUR CULTURE

To fit into LCE culture, the Bookkeeper needs to be:

- Inclusive
- Collaborative
- A team player
- An independent thinker
- Self-motivated
- Fast-paced
- Someone with a "can do" attitude
- Highly organized, proactive and flexible
- Practitioner of flawless ethical behavior, professionalism and confidentiality
- Dedicated to the organization's mission
- Able to deliver superior customer service

EQUAL OPPORTUNITY EMPLOYER

LCE provides equal employment opportunities (EEO) to all to employees and applicants for employment and prohibits unlawful discrimination and unlawful harassment on the basis of race, color, religion, national origin, gender, age, disability, gender identity or expression, veteran status, marital status, sexual orientation or any other protected classes or categories as defined by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.