



Contract Bookkeeper

\$25-35/hr | 3-4 hrs/week

JOIN OUR TEAM!



Pictured above Jarumi and Luke (staff) and Virginia (EPIC Board Member)
Not pictured: additional [staff](#) and [board members](#)

Goal and Vision:

We are looking for someone with bookkeeping/accounting experience who can baseline our reimbursement and expense administration and reporting. Our neighborhood organizations are financed by various grants and funding contracts, so it is critical that expenses are tracked and reported accurately for regular reimbursement. We are looking for someone who can come to a weekly staff meeting, understand the programs, events, and activities of our neighborhood organization, and help ensure expenses are being tracked to the right classifications and grants. We are in the process of pursuing a merger between two organizations, so additional work may be needed to support this transition.

Organization Overview:

East Phillips Improvement Coalition (EPIC) and Midtown Phillips Neighborhood Association (MPNAI) jointly serve the East Phillips and Midtown Phillips neighborhoods to engage the diverse communities present, uplift their voices, and seek the mutual flourishing of our neighborhoods. EPIC and MPNAI staff also

collaborate on events and programs with Phillips West Neighborhood Organization (PWNO).

Work Overview

The Bookkeeper supports the financial health of the East Phillips Improvement Coalition (EPIC) and the Midtown Phillips Neighborhood Association (MPNAI) by ensuring accurate financial record-keeping, timely reporting, and adherence to best practices in nonprofit financial management. This role is vital in maintaining transparency and efficiency in all financial operations.

Key Responsibilities

- Maintain accurate financial records in Quickbooks Online and Bill/Divvy, including transactions, receipts, and disbursements.
- Prepare financial statements and reports for review by staff and board members.
- Manage accounts payable and receivable, ensuring timely payments and invoicing.
- Reconcile bank statements and resolve discrepancies.
- Assist with budgeting, audits, and grant financial reporting as needed.

Qualifications

- Proven experience in bookkeeping or accounting, preferably in the nonprofit sector.
- Proficiency in QuickBooks or similar accounting software.
- Strong attention to detail and organizational skills.
- Familiarity with financial reporting requirements for nonprofits is a plus.

Application Process:

Interested candidates should submit their **resume** demonstrating their relevant experience. Applications can be sent to info@eastphillips.org.

We encourage individuals from marginalized communities, including Black, Indigenous, people of color, women, LGBTQ+ individuals, people with disabilities, and working-class individuals, to apply. We are an equal opportunity employer.