



**Job Title:** Part-Time Bookkeeper

**Organization:** Manheim Community Life Group

**Location:** Remote or On-site

**Reports To:** Board Treasurer

**Position Summary:**

Manheim Community Life Group is seeking a diligent and detail-oriented part-time bookkeeper to oversee its financial records and transactions. This position is responsible for following sound accounting practices to support financial transparency.

**Key Responsibilities:**

- Maintain and update accurate financial records including donations, payroll, and expense tracking.
- Record financial transactions using Excel. Assist with migrating to an accounting platform.
- Reconcile bank and credit card statements monthly.
- Assist with preparation of monthly, quarterly, and annual financial reports for the board.
- Support annual financial statement review and tax preparation processes.
- Track grants and restricted funds, ensuring proper allocation and reporting.
- Maintain confidentiality of financial and organizational data.

**Qualifications:**

- Proficiency with computers and Microsoft Windows products. Experience using Quickbooks preferred but not required.
- Strong attention to detail and high level of accuracy.
- Excellent organizational and communication skills.
- Commitment to the mission, values, and ethical standards of Manheim Community Life Group

**Schedule & Compensation:**

- Part-time, Paid Position: 4 hours per week, flexible schedule.