

Job Description 2021

# Part-Time Bookkeeper

## About Trans Families

Gender Odyssey Alliance, also called Trans Families, is a nonprofit that runs more than 30 support groups and activities every month in support of families who have transgender / nonbinary / gender diverse children. Starting in 2008, we operated in Seattle with in-person groups. Today, our groups are all online to better support families in isolation across the continent. We believe in approaching our work and our team HEART FIRST. That is our number one value, and a practice we openly embrace.

## Position Description

The Part-time Bookkeeper will be primarily responsible for Salesforce and QuickBooks data entry work, tracking donations, and donation reports. The person in this position will report to the Development and Communications Manager (Development Manager).

## Responsibilities

The Bookkeeper's responsibilities include:

- Entering donations into Salesforce from fundraising campaigns, external donation sites, employee donation sites, and check donations.
- Running reports to track donation totals, reconcile donations, and inform the Development Manager of donation statuses.
- AP / AR data entry in QuickBooks Online.
- Updating the Development Manager on the status of donations.
- Assisting with year-end reporting.

## Experience Required

- Salesforce experience required, at least 6 months
- QuickBooks Online experience
- Nonprofit bookkeeping experience including tracking grant contracts, soft credits, and related expenses and reporting

## Required Skills & Qualifications

- Otherworldly attention to detail
- Envious comfort with handling electronic files securely
- Strong communication skills and a willingness to ask questions
- Consistent ability to meet deadlines
- Must pass a background check

### Compensation

This part-time position (20-40 hours per month) reports to the Development Manager, and will work closely with them and the executive director. We anticipate this role will grow. Work hours are flexible, as is location. The wage range is \$18.50 - \$23.00 hourly, based on experience.

### How to Apply

To apply for this position, please email [info@transfamilies.org](mailto:info@transfamilies.org) with subject "Bookkeeper Position." Include your name, contact info, resume, and cover letter. This position will remain open until filled.