

Job Title: Non-Profit Bookkeeper

EMAS is a detail-oriented and experienced **Non-Profit Bookkeeper** to join our team.

The Non-Profit Bookkeeper ensures the accuracy and integrity of the organization's financial records while supporting day-to-day operations. Reporting to the Finance Director, this role manages bookkeeping tasks, including tracking income and expenses, processing payments, reconciling accounts, and preparing financial reports. Additionally, the bookkeeper oversees membership dues, monitors restricted funds, assists with payroll coordination, and collaborates with external accountants for audits and tax compliance.

This is a **part-time position** (two days per week, primarily Saturdays and Sundays, with occasional flexibility for Fridays). Compensation is negotiable, based on experience and qualifications.

Key Duties and Responsibilities:

- Maintain accurate financial records using **QuickBooks Online** and **Excel**.
- Process **accounts payable**, issue checks for expenses/reimbursements, and ensure proper expense categorization.
- Audit and record daily income and expenses, ensuring all transactions are accurately logged.
- Prepare and present **quarterly financial reports** (income/expense summaries) for the Finance Director.
- Track **membership dues**, follow up on overdue payments, and send reminders (email, phone, text).
- Monitor **Quran school finances**, including tuition income and teacher/expense payments.
- Record and reconcile all income sources (donations, grants, membership dues and Quran school tuitions, etc.).
- Pay **utility bills** and track recurring expenses (telephone, electricity, internet, etc.).
- Manage **company subscriptions**, ensuring timely payments and renewals.
- Register and onboard **new members/students** in the database and generate corresponding invoices.
- Deposit funds into organizational accounts with correct tracking.
- Reconcile **bank and credit card statements**, resolving discrepancies promptly.
- Prepare **monthly, quarterly, and annual financial reports** for review.
- Assist with **payroll coordination** (onboarding/offboarding, Records of Employment).
- Manage **restricted accounts** and ensure compliance with nonprofit accounting standards.
- Maintain organized **digital and physical filing systems** for invoices, payroll, and financial documents.
- Support **annual audits and tax filings** in collaboration with external accountants.
- Handle sensitive financial information with **confidentiality and discretion**.
- Assist in developing and improving financial procedures.

- Perform other duties as assigned by the Finance Director.

Expected Skills and Qualifications:

- **Advanced proficiency in QuickBooks (required).**
- Experience with **non-profit accounting and restricted funds (preferred).**
- Strong competency in **Microsoft Office (Excel), Google Docs, and financial software.**
- Proficient in basic software applications with a willingness to learn new programs.
- Excellent **verbal and written communication skills.**
- Exceptional **organizational, analytical, and problem-solving** abilities.
- Strong **mathematical and financial reconciliation** skills.
- Ability to interact professionally with a diverse range of individuals.
- Sound **judgment and decision-making** in financial matters.
- Commitment to the **mission and values** of the organization.



How to Apply

Submit your resume to:

finace@emasseattle.org

info@emasseattle.org

Contact for Inquiries

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