



Nonprofit Bookkeeping Administrator

Part- Time
Harrison City, PA

Promote PT Inc. DBA, Protect PT (PPT) is a 501(c)3 nonprofit organization dedicated to ensuring residents' safety, security, and quality of life by engaging in education and advocacy to protect the economic, environmental, and legal rights of the people in Westmoreland and Allegheny counties. PPT empowers local residents to become informed and involved in current local events to promote a more viable and communal future. PPT partners with similar community-based organizations to conduct outreach, host educational workshops, and attend community events. Visit our website for more information on our initiatives. www.protectpt.org.

We are seeking a socially and environmentally conscious person who has a passion for helping others and the community for the position of Nonprofit Bookkeeping Administrator. This position will report directly to the Executive Director for collaboration and supervision. Work in this position will include completing accounts payable/receivable entries into the Quickbooks accounting system, ensuring that all internal controls are followed, assisting in maintaining donor and grant records, preparing reconciliation reports and monthly reports for Board meetings, and preparing biweekly payroll. If you feel that you have what this job requires, send us a resume and a detailed explanation as to why you are a good fit for this position!

Responsibilities:

- Part-Time 20-30hrs/week position currently with a combination of in-office, on-site meetings, and remote work based on the status of COVID-19 and using the best precautions to protect staff and stakeholders. Hours spent at each dependent upon needs of the business at the time;
- Systems: Maintain accounting systems, overseeing all accounts, ledgers, and transactions.
- Process payables, receivables, and employee expense reporting.
- Audit: Assist in preparation for the annual audit with Executive Director and End of Year Reporting.
- Cash: Maintain cash flow projections to provide effective cash management and early warning for potential cash flow challenges.
- Grants Management: Track receivables and spending for all grant funds to ensure proper expenditure of funds and accurate financial reporting to funders.
- Payroll: Prepare bi-weekly payroll and records and deadlines for employee tax reporting in the Quickbooks accounting system and other onboarding human resource tasks.
- Other tasks as needed based on the needs of the business.

Qualifications:

- Coursework or Certificate in Accounting
- 1-4 years experience in an accounting environment, preferably with a nonprofit experience in QuickBooks Nonprofit Desktop Edition Software
- Consistent, accurate, thorough, and detail-oriented
- Exceptional organizational skills and aptitude for numbers advanced Microsoft Excel skills outstanding communication skills, written and verbal strong Integrity work ethic.
- Ability to work collaboratively with proficiency in Google online collaboration platforms preferred.
- Successful completion of a criminal background check.

Salary Range: \$13 - \$16 per hour, commensurate with experience. PPT offers a supportive and flexible working environment with telecommunication available. PPT strongly encourages people of color, women, LGBTQ individuals, and those with disabilities to apply. Qualified applicants should send a cover letter and resume to Gillian Graber, Executive Director, at gillian@protectpt.org.