

Bookkeeper & Payroll Administrator
Preston County Caring Council, Inc.

Position Type: Contract/Part-Time

Estimated Time: 5-10 hours per month ongoing (may vary during payroll or reporting periods); with additional hours anticipated during the initial transition and onboarding period

Compensation: \$25-\$35/hour, commensurate with experience

Position Summary

The Contract Bookkeeper & Payroll Administrator supports the organization's financial operations by maintaining accurate accounting records, processing payroll, and preparing financial reports.

This role works in coordination with the Executive Director to ensure financial information is accurate, organized and available for reporting and oversight.

Key Responsibilities

Accounting

- Enter and categorize financial transaction in QuickBooks Online
- Reconcile bank and credit card accounts monthly
- Maintain accurate and organized financial records

Payroll

- Process payroll for a small organization (under 20 employees)
- Maintain payroll records and documentation
- Ensure payroll-related filings are completed

Reporting

- Prepare monthly financial reports:
 - Statement of Financial Position
 - Statement of Activities
 - Budget vs. Actual Report
- Assist with quarterly and grant-specific financial reporting as needed

Support

- Support ongoing use and optimization of QuickBooks Online
- Assist with maintaining clean and consistent financial records

- Support year-end reporting and audit preparation

Preferred Qualifications

- Experience with nonprofit accounting
- Experience with grant-funded nonprofits
- QuickBooks Online experience
- Payroll processing experience
- Strong attention to detail and organization

Monthly Deliverables

- Reconciled accounts
- Monthly financial reports
- Payroll processed and documented