



### **Full Charge Bookkeeper (12-16 hrs week)**

FLC seeks part-time individual to manage our day-to-day accounting and finances.

Responsibilities include:

1. Processing accounts payable and accounts receivable
2. Processing payroll and payroll taxes
3. Processing new employees and maintain personnel files and related HR information
4. Performing general ledger and bank reconciliations
5. Providing grant reports with documentation
6. Assisting in the preparation of budgets
7. Coordinating annual financial audit including preparation of required work papers and financial reports.
8. Posting journal entries
9. Other related duties as assigned.

**REQUIREMENTS:** Qualified candidates will have: 1) Strong knowledge and experience working with Quickbooks 2) At least 2 years of bookkeeping experience. 3) Good attention to detail, 4) Solid computer and interpersonal skills. 5) Not for profit experience a plus.

Flexible daytime hours.

Email letter and resume to [jobs@floridaliteracy.org](mailto:jobs@floridaliteracy.org)

Please indicate Bookkeeper position in the subject line.