



Bookkeeper

January 2024

BPESF is seeking a part-time bookkeeper who is experienced with nonprofit bookkeeping and accounting principles. This is a part-time position that is approximately 10 hours per week, with increased hours during the October-December fundraising season and spring Audit. This is a 100% remote position; though there is a preference for candidates in the San Francisco Bay Area. This position reports to the Executive Director.

The key job duties for the Bookkeeper are currently:

- **Financial Record Keeping:** Maintain accurate and up-to-date financial records using Quickbooks. Record and classify financial transactions, including income, expenses, and other financial activities in accordance with accounting principles and nonprofit regulations.
- **Accounts Payable and Receivable:** Process invoices, payments, and receipts. Manage accounts payable and receivable by accurately recording and tracking transactions. Prepare checks, ACH & wire transfers, verify payment accuracy and maintain vendor relationships.
- **Budget Management:** Assist in the development and monitoring of the organization's budget. Track income and expenses against the budget and provide regular reports to the management team or relevant stakeholders.
- **Financial Reporting:** Reconcile bank statements, and oversee monthly reconciliation process with Salesforce donor database. Prepare monthly financial reports, such as income statements, balance sheets, and cash flow statements. Generate financial reports on a regular basis for internal analysis and external reporting requirements.
- **Donor Management:** Maintain accurate records of donor contributions. Communicate pertinent information to development staff to support the generation of acknowledgments and receipts for donations and assist with donor reporting and communication as required.
- **Audit and Compliance:** Collaborate with the Treasurer, external auditors, and tax preparer during annual audits and other financial reviews. Provide necessary documentation and support to ensure nonprofit regulations and accounting standards compliance.
- **1099 Form Generation:** Prepare and generate 1099 forms for contractors accurately and in a timely manner, adhering to IRS guidelines and regulations.
- **Financial Policies and Procedures:** As needed, help develop and maintain financial policies and procedures that promote sound financial management practices and internal controls.
- **HR & Payroll:** Process monthly payroll and maintain employee payroll files.

REQUIREMENTS

- Associate's degree in accounting or business administration, or equivalent business experience with a non-profit organization. Preferred candidate will have at least three years non-profit bookkeeping experience.
- Proficiency with Quickbooks
- Strong understanding of nonprofit accounting principles, regulations, and compliance requirements
- Excellent attention to detail and accuracy in financial record keeping
- Experience administering payroll & benefits

Bullis-Purissima Elementary School Foundation

a 501(c)(3) charitable organization | Tax ID #48-129860

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- Strong organizational skills and ability to prioritize tasks effectively
- Proficient in Google Suite
- Effective communication skills, both written and verbal
- Ability to work independently and collaboratively as part of a team
- High ethical standards and commitment to maintaining confidentiality
- Pass a background check

Estimated start date: March 2024, position to be filled by August 1 2024

Estimated salary: \$25-45/hour DOE

Estimated hours: 10 per week, flexible.

To apply send resume and cover letter to:

Elizabeth Gardner, Executive Director

jobs@bcsfoundation.com