

NAMI NORTHERN VIRGINIA
BOOKKEEPER / FINANCIAL ASSISTANT
Job Announcement

NAMI Northern Virginia is a non-profit, membership and volunteer-based organization. Our mission is to bring education and support to individuals living with a mental health condition, family members and our community.

POSITION SUMMARY:

Reports to: President & CEO

Status: Part-time

Start Date: Immediate (negotiable)

Hourly rate: Commensurate with background and experience

General Function: Bookkeeping and related duties

Job Summary:

The bookkeeper is responsible for the day-to-day bookkeeping operations, maintenance of the financial records and generating reports for management and the Board of Directors.

NAMI Northern Virginia currently employs 7 full-time and 5 part-time employees with additional hires expected in the coming year. The organization's annual revenue is expected to reach approximately \$700,000 in 2017.

Essential Duties and Responsibilities

- Conduct all duties associated with the preparation of accounts payable, including: processing invoices, generating checks, expense coding and data entry.
- Conduct all duties associated with accounts receivable including: preparing and tracking invoices for federal grants, local agencies, private funders; and tracking and following up on all accounts receivable.
- Conduct duties associated with the preparation of bi-weekly payroll, including reporting and payment of taxes.
- Update and reconcile donations and membership payments into databases.
- Prepare allocations of labor and other expenses and inputs for the general ledger. Prepares other journal entries as required.

- Prepare monthly and ad hoc financial statements.
- Prepare monthly, quarterly and annual financial data to be incorporated into reports per contract requirements.
- Perform monthly general ledger reconciliations. Performs monthly bank account reconciliations for all NAMI Northern Virginia bank accounts, credit cards, PayPal, and other merchant account reconciliations.
- Tag and monitor fixed assets.
- Maintain orderly accounting filing system. Assists in annual audit by outside auditors.

Desired Knowledge, Skills and Experience

- Expertise in accounting policies, operations, and procedures
- Excellent computer skills and experience with Quickbooks
- Experience with non-profits a plus
- Federal contract experience a plus
- Detail and accuracy oriented
- Ability to identify, diagnose and address bookkeeping and accounting concerns
- Ability to maintain strict confidentiality
- Ability to work in a team environment.
- Confidence, knowledge and personal accountability to work independently

Education and Experience:

College degree

Minimum of at least three years of bookkeeping/accounting operations experience.

Working Conditions/Hours:

This position is part-time and is based in Chantilly, Virginia.

We are an equal opportunity employer.

Must sign a confidentiality agreement and pass background check(s). NAMI Northern Virginia is a drug-free workplace.

Please submit resume and cover letter to:

info@nami-nova.org; Subject: Bookkeeper