

Opportunity Summary: Bookkeeping Assistant

The Contingent (TC) is making its most significant investment in accounting and donor management software this summer. To alleviate our bookkeeper and enable her to focus on this new software implementation, TC is looking to hire a part-time contractor who will support weekly bookkeeping functions during this time.

Bookkeeping Assistant's work will include the following:

Accounts Payable:

- Paying bills, including check request forms and staff reimbursements

Accounts Receivable:

- Creating invoices as requested
- Receiving payments and matching to invoices

Donor Management:

- Reconciling weekly payment processor (Stripe) report into both QuickBooks & Donor Management Software (Giftworks)
- Inputting weekly checks into both QuickBooks & Giftworks

General:

- Checking daily transactions on bank website for both AP & AR transactions & entering them into QuickBooks

Required Experience:

- Experience in bookkeeping activities
- Experience working in QuickBooks

Anticipated Schedule: “Go Live” for both software launches is tentatively scheduled for October 1. Bookkeeping Assistant will work an average of 10-15 hours/week mid-June through September (some weeks will be more or less involved, depending on project needs). Schedule is flexible, but will require some in office work. The Contingent follows CDC guidelines regarding COVID-19 and in office work recommendations. Please contact us at [hiring@thecontingent.org](mailto: hiring@thecontingent.org) with any questions or concerns.

Financial Agreement: Bookkeeping Assistant will be a 1099 contractor at The Contingent and compensated between \$24-28/hour (depending on previous experiences) for services rendered.

Relationship with The Contingent: Independent Contractor shall control the manner and means of performing work. The Contingent point person will review and approve or reject the work. The contractor is responsible for submitting their hours to the Operations Administrator for approval by the 24th of each month. Payment will occur via direct deposit through The Contingent’s HR information system, Zenefits, at the end of each month.

Application Procedure: Applicants should submit a cover letter and resume, including three references to [hiring@thecontingent.org](mailto: hiring@thecontingent.org), noting their available start date. Applications will be reviewed on a rolling basis with the goal of selecting a contractor by June 12.