
BOOKKEEPER

JOB DESCRIPTION

Strong Towns, a nationally recognized non-profit organization, is seeking a dynamic individual to help us grow our movement by helping us maintain timely and accurate financial information.

The mission of Strong Towns is to support a model of development that allows America's cities, towns and neighborhoods to grow financially strong and resilient. We have nearly 3,000 members worldwide, including at least one in each U.S. state. Our influential media site reached over 1.7 million people in 2019 and is shaping the national conversation on growth, development and the future of cities.

We need someone to work with our Development Team to assist us with maintaining timely and accurate accounting records. Such a person will:

- Have excellent written and verbal communications skills.
- Be self-driven and motivated by the Strong Towns mission.
- Be highly organized with the ability to work independently to meet deadlines.
- Have knowledge and experience performing bookkeeping operations within Quickbooks.
- Be skilled at communicating by phone, email and internal chat (Slack).
- Be able to work collaboratively across digital platforms with a remote team.

Since 2015, Strong Towns has utilized the services of a bookkeeping firm. We are happy with their work but believe our needs have grown beyond the services they can effectively provide. The current firm will be available during the transition period.

Our entire team collaborates digitally from locations around the country; there are no locational requirements for this position. We have periodic deadlines and occasional event-driven or calendar-driven demands, but generally keep a flexible schedule. We are an equal opportunity, family-friendly organization. Our work is rewarding and our organization is making a difference.

DUTIES

The position of **Bookkeeper** includes, but is not limited to, the following:

- Prepare invoices for Strong Towns events and other billable transactions. Ensure their timely transmission to recipients.
- Monitor and routinely report on receivables. Assist with collections, on the rare occasions when that is necessary.
- Accurately record expenses. Ensure their timely payment.
- Run payroll twice a month, accurately recording paid-time-off, expense reimbursements, and other compensation. Ensure the timely transmission of payroll reports and payments to taxing authorities.

- Ensure accurate accounting of revenue from membership and donations.
- Ensure accurate accounting of foundation revenue and related expenses. Prepare financial reports for foundation reporting.
- Assist in the annual reporting of tax-deductible contributions to donors to assist in their tax preparation.
- Prepare and transmit all 990's and other tax-related documentation.
- Assist in travel coordination and the tracking of event-related expenses.
- Provide routine financial reporting to the Development Team, the President, and the Board of Directors. Assist the President in ongoing financial management.
- Annually transmit accounting data to an accounting firm for the preparation of taxes.

COMPENSATION

This is a part-time, hourly position that pays up to \$25 per hour. We estimate between 10 and 20 hours per week. Strong Towns provides paid time off for all part-time, hourly staff.

TO APPLY

If you are interested in this position, please visit www.strongtowns.org/employment to start the application process. We are looking to fill this position before March 1, 2020.