



JOB POSTING - Bookkeeper 10 -15 hours/week

Who we are:

Washtenaw Literacy was founded in 1971 to provide literacy support, free of charge, to adults (16 and over) in Washtenaw County through a network of trained volunteer tutors. We help individuals gain skills in reading, writing, math, computers, and English as a Second Language using an individualized learner-centered approach to help adult learners develop skills and realize their full potential. We believe that literacy is a cornerstone of equity, and that providing learning opportunities for everyone is essential to creating a diverse and inclusive community.

The Bookkeeper will be responsible for overseeing the agency's financial activities, and will work closely with the Executive Director and Board Treasurer to prepare monthly and annual financial statements and reports. The Bookkeeper will attend monthly Finance Committee meetings, and assist with the organization's annual audit process. This position may be performed remotely, with the exception of some occasional in-person meetings.

What you'll be doing :

- Coordinate all agency financial transactions including accounts payable, accounts receivable, payroll, and bank deposits
- Prepare monthly financial statements and participate in review with Finance Committee
- Assist with preparation and monitoring of annual budget
- Work closely with the Executive Director and Board Treasurer to prepare schedules, cash flow projections and other reports as needed
- Work with the auditor to provide documentation for the annual agency audit.

Who you are:

- You have an Associates Degree in accounting or greater. Demonstrated equivalent experience is required.
- You have familiarity with accounting/bookkeeping software
- You have excellent attention to detail.
- You have good verbal and written communication skills and proactive customer service skills
- You have experience working with diverse populations, and want to join us in our mission to build a more equitable world by advancing adult education and literacy.

Job Title: Bookkeeper

Reports to: Executive Director

Location: Main Office 5577 Whittaker Rd Remote option exists for this position.

Status: Part Time, hourly - Contractual arrangement also possible

Wage: \$25/hour

Please submit a cover letter & resume together in ONE document with the candidate's last name in the file name to info@washtenawliteracy.org

Washtenaw Literacy is an equal opportunity employer and actively seeks applicants from diverse racial and ethnic backgrounds, as well as historically marginalized groups. This includes but is not limited to lesbian, gay, bisexual, queer, people who identify as transgender or non-binary, people living with disabilities or mental health conditions, and with lived experience with homelessness or recovery from a substance use disorder. Washtenaw Literacy also encourages those with criminal histories to apply. Washtenaw Literacy doesn't request information about criminal histories unless and until an offer of employment is extended. Washtenaw Literacy may exclude someone based on criminal history if it determines the criminal history is related to or directly conflicts with the responsibilities of the position.