



Position: Bookkeeper/Business Office Contractor

Reports to: Executive Director

Type: Part Time 10 – 15 hours per week

Location: Raleigh, NC or virtual

Compensation Range: \$35 - \$50/hour

The Bookkeeper/Business Office Contractor will work with the Executive Director in conducting the routine business operations of a statewide non-profit (501c3) with a mission of Collaborating for Health Equity.

Major Duties and Responsibilities

- Procure, inventory and manage computer equipment for staff in remote locations – laptops, monitors, printers, etc.
- Renew and manage lease agreements (virtual office, storage, post office box, etc.) and vendor contracts
- Responsible for accounts payable (AP) and receivable (AR) using Quickbooks (web-based) and internal record-keeping systems (dropbox, excel). Monitor Care Share bank accounts and credit cards, maintain adequate and accurate financial records including recording routine transactions for determining gross revenue, expenses, and basic financial and statistical information.
- Coordinate with contract accountant and auditor to complete monthly, quarterly and annual IRS filings and annual audit
- Assist Executive Director with developing and managing organizational and grant budgets
- Ensures that staff and contractors adhere to internal controls and GAAP requirements
- Prepare monthly and quarterly reports for the Finance Committee and Board of Directors. Including organizational, program, and grant financial reports
- Files annual charitable solicitation license renewal
- Assists Executive Director in renewing and managing employee benefits including retirement, medical/dental/vision, flexible spending, life & long & short-term disability plans.
- Work with staff to coordinate the hiring process for new employees and exit process for terminated employees

Required & Desirable Skills

Required Skills

- Commitment to advancing health equity and healthy communities
- 5 years' relevant work experience and/or related educational background in Bookkeeping, accounting, human resources, business administration, non-profit operations
- Proficient with Quickbooks (online), Microsoft Excel, Word, Office 365, and Dropbox (or similar file sharing platform)
- Familiarity with budget development and tracking
- Very strong organizational skills with attention to detail and project management

- Flexible, able to adjust to changing priorities.
- Willingness to learn new skills

Desirable Skills

- Good written and verbal communication skills
- Bilingual
- Familiar with Zoom, Microsoft Teams and/or other group platforms
- Experience with vendor contracts.
- Ability to coordinate health benefits and 401k plans with Director of Operations & Evaluation and insurance agent.

Application:

Process & Required Documents:

To apply, candidates should send a cover letter and resume to lkinney@caresharehealth.org by December 22, 2021.

As an equal opportunity employer, Care Share is committed to fostering a diverse, multicultural work environment with a commitment to our values and mission. Care Share strongly encourages applicants from people of color and other diverse backgrounds.