



Nurturing and Caring for Orphaned and Vulnerable Children for over 25 Years

Bookkeeper Position

Provo, UT

Mothers Without Borders offers hope to orphaned and vulnerable children by nurturing and caring for them as if they were our own. We focus our work in Zambia, Africa where we partner with and support local organizations, empower women, and care for the most vulnerable children. We provide food, housing, and education for children while also offering adult caregivers literacy and business skills training.

The Bookkeeper will be responsible for all the day-to-day accounting functions at Mothers Without Borders. You'll work to ensure our organization's books are kept up-to-date, accurate and in compliance with GAAP. You'll report directly to our Chief Operating Officer. Join our collaborative, growing, dynamic team.

RESPONSIBILITIES

- Reconcile bank accounts, both local and Zambian
- Create monthly, quarterly, and annual budget preparation
- Create financial reports for the Board of Directors
- Maintain accurate, up-to-date accounts
- Process Payroll Taxes
- Balance and maintain accurate ledgers
- Maintain accounting systems, software, and QuickBooks files
- Keep organization licensing up-to-date
- Lead out in preparation of tax form 990
- Lead out in preparation of annual Audit
- Keep documentation trail organized and filed
- Lead in the documentation of policies and procedures to ensure accurate financial processes
- Be our organization's financial know-it-all

MUST-HAVES

- Excellent organizational and detail-oriented skills
- Strong knowledge of generally accepted accounting principles
- Strong working knowledge of Microsoft Excel and Word
- Significant Experience with QuickBooks
- Strong communication and interpersonal skills
- Degree in Accounting, Finance or relevant field is preferred
- 3+ years of financial and/or bookkeeping work experience is preferred
- Non-profit accounting experience preferred

SKILLS

You're driven and can drive your own boat

You work independently and are a self-starter. You work just as hard and meticulously by yourself as you do when someone is looking.

You're passionate about accuracy

You double and triple-check your work because you know that accurate data is crucial for an Accounting Department to operate successfully. You pay strong attention to detail, have excellent math, grammar, spelling and proofreading skills.

You're a team player

You can coordinate efforts across departments, and effectively work with others, both internally and externally to get the job done right. You use sound judgment and intuitive analysis and know to follow up to ensure everyone's on the same page.

LOCATION

This opportunity is for those located in (or willing to relocate to) the Provo Utah area only.

COMPENSATION

This opportunity is for part-time employment ranging from 15-25 hours per week. Compensation between \$15-\$19 / hour depending on experience.