



Job Description

Accounting Associate/Bookkeeper

United Against Human Trafficking is looking for a part-time skilled accounting associate/bookkeeper to maintain our financial records, including purchases, donation receipts, and assist with grant reimbursement processes.

Bookkeeper job duties include working closely with the Director of Finance and Administrative Coordinator to accurately record financial transaction, create and analyze financial reports and ensure legal requirements compliance, process accounts payable and receivable and manage invoices and government grants reimbursement.

Our ideal candidate holds a Business/Finance degree (preferably followed by accounting CPE courses), understands nonprofits accounting, GAAP principles and proficient in QuickBooks.

Responsibilities:

- Accurately record all day-to-day financial transactions of our organization.
- Accounts Receivables:
 - inputs invoices and donation pledges in QuickBooks and send it to customers or donors.
- Accounts Payables:
 - record day to day expense transactions and complete the posting process
- Prepares journal entries and other adjustments to make sure all financial transactions are correctly recorded.
- Prepares appropriate schedules and reports as requested by the management
- Month-end and Quarter-end duties:
 - Compilation of financials, payroll tax returns
- Maintain and updated Financial Files, electronic and physical records, to make sure smooth financial audit process.
- Assist with government grants reimbursement process.

Requirements:

- Minimum of two years responsible accounting or bookkeeping experience including accounts payable, accounts receivable, payroll, general ledger, and financial reports.
- Proven bookkeeping experience.

- Solid understanding of nonprofit basic bookkeeping and accounting payable/receivable principles.
- Proven ability to calculate, post and manage accounting figures and financial records and QuickBooks.
- Strong Experience in QuickBooks and hands-on experience with spreadsheets
- Proficient in Microsoft Office Applications (Word, Excel, Outlook)
- Self-Motivated, self-starter, high degree of accuracy and attention to detail
- Customer service oriented and negotiation skills
- Must have strong work ethic and ability to work effectively in a fast-paced team-oriented environment.
- Government grant reimbursements experience is a bonus.

United Against Human Trafficking (UAHT), is an organization whose mission is to end human trafficking through educating the community, preventing exploitation, and empowering survivors. We fight so that all may live free.

UAHT is an equal opportunity employer and provides several benefits to qualified employees. Normal business hours are Monday through Friday from 9:00 AM– 5:00 PM, however this is a part-time position requiring flexible hours including evenings and weekends.

To apply for this position, please submit a cover letter, resume, and salary requirements to Human Resources at hr@uaht.org. The application deadline will be open until filled. To learn more about the organization, visit www.uaht.org