



Position Description: Part-Time Accountant / Bookkeeper

Reports to: Executive Director

Hours: approximately 8-10 hours / month on average, flexible scheduling

Duration: Long Term (1 year+)

Location: Remote (East Coast hours)

Justice Revival is a diverse, inclusive community of Christian faith and a leading voice for human rights in the United States. We inspire faith leaders and congregations with knowledge and understanding of human rights, and unite with them to promote a faith, culture, and nation free from injustice

Justice Revival provides innovative, high-quality, religiously literate human rights education programs online and through our seminary partners. We marshal intellectual, cultural, and spiritual resources of Christian faith communities to advocate boldly for equal justice and rights for all.

Justice Revival is seeking an accountant experienced in the nonprofit industry to provide ongoing accounting and bookkeeping services to our dynamic, mission-driven nonprofit. The Accountant/Bookkeeper will report to the Executive Director and will be responsible for preparing and maintaining accurate and timely financial records.

Bookkeeping

- Reconcile bank statements and credit cards with QuickBooks on a monthly basis
- Maintain established bookkeeping processes and procedures to ensure accurate reporting
- Manage monthly payroll through Intuit payroll processing system
- Complete necessary processes of booking, documenting, and reconciling payroll
- Track staff and consulting lobbying time, for tax reporting purposes
- Assist with preparation of annual budget and monitoring progress
- Maintain well-organized electronic files of work product and work papers

Financial Accounting, Reporting, and Planning

- Ensure that program and organization financial documentation and reporting is robust, complete, and aligned with accounting best practices
- Produce financial data and analysis for organizational reporting, including quarterly and annual reports (Profit & Loss, Balance Sheets, and Budget to Actuals)
- Work with tax professional* to prepare and ensure the filing of relevant tax documentation, including federal 990 forms and state tax returns (*Ability to prepare federal and tax filings is a plus but not required.)
- Experience with state charitable solicitation registration processes is a plus.

Experience

- Minimum of 5 years experience in non-profit accounting or bookkeeping with 501(c)3 organizations
- Strong knowledge of GAAP and extensive accounting experience, including month-end and year-end close, cost allocation procedures, and payroll
- Substantial experience with Quickbooks online and Quickbooks payroll
- Ability to present financial information clearly and effectively
- CPA preferred

Skills

- Excellent math skills and oral & written communication skills
- Strong facility with QuickBooks Online, Quickbooks payroll, MS Excel, MS Word
- Proficiency with Google Workspace (including Google Drive and Calendar) and Zoom
- Excellent problem solving skills
- Strong organizational and time management skills
- Ability to work independently and remotely
- Initiative, creativity, flexibility, and an entrepreneurial spirit

How to Apply

Contact applications@justicerevival.org

- Please send us your cv or resume
- Let us know why Justice Revival
- Let us know details about your relevant experience