

Nonprofit Bookkeeping Administrator

Job Opportunity: Promote PT, Inc / Protect PT

Job Title: Nonprofit Bookkeeping Administrator, Part-time/Independent Contractor

Location: 3344 Route 130, Suite A, Harrison City, PA 15636

Schedule: 10-15 hours/week, daytime

Compensation: starting at \$20-\$25/hour commensurate with experience



About Protect PT:

Protect PT is a 501(c)3 non-profit citizens' organization working to ensure the safety, security, and quality of life for residents of Penn Township, Trafford and surrounding communities in Westmoreland County, PA. Protect PT works to empower area residents to become informed and involved in current local events to promote a more viable and communal future. Our organization achieves this mission by partnering with other similar community-based charities, conducting outreach, educational workshops, meetings, and events. Visit our website for more information on our initiatives, visit www.protectpt.org.

We are seeking a socially and environmentally conscious person who is a strong communicator and has a passion for helping others and the community. A successful applicant will embody our organization's core tenets of Creativity, Quality Communication, Education & Leadership of Others, Culture of Service, Relationship Building, Adaptability, and Effective Time & Project Management. This position will report directly to the Executive Director.

Responsibilities:

- Ability to do a combination of in-office and remote work;
- Digitize and maintain financial records including receipts, deposits, invoices, vendor accounts, and tax-exempt paperwork;
- Maintain bookkeeping systems in Quickbooks Online, overseeing all bank accounts, ledgers, and transactions including payables, receivables, and employee expense reports;
- Assist in preparation for the annual 990 and Financial Statements with the Executive Director and CPA;
- Maintain cash flow projections to provide effective cash management and early warning for potential cash flow challenges;
- Track spending for all grant funds to ensure proper expenditure of funds and accurate financial reporting to funders;
- Prepare bi-weekly payroll, employee reimbursements and quarterly tax reporting;
- Assist with human resources paperwork and other administrative tasks for the business.

Qualifications:

- Coursework or Certificate in Accounting;
- 2-4 years experience in a bookkeeping environment, preferably with a nonprofit;
- Experience in QuickBooks Online Edition Software;
- Proficiency in various technology platforms such as Google Workspace, Microsoft Excel, and willingness to develop additional skills;
- Consistent, accurate, thorough and detail-oriented;
- Exceptional organizational skills and aptitude for numbers;
- Outstanding communication skills, written and verbal;
- Strong Integrity and work ethic;
- Successful completion of a criminal background check.

How to Apply:

Qualified applicants should apply online and submit a cover letter, resume, professional references at <https://protectpt.info/apply>.

PPT offers a supportive and flexible working environment and is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, or other characteristics protected by law.

PROTECTPT.ORG • (724) 392-7023 • 3337 ROUTE 130, HARRISON CITY, PA 15636