**Bookkeeper**

**Position:** Bookkeeper

**Reports to**: Director of Administration and Development

**Location**: Madison, WI

**Type:** Part-time, 4-8 hours/week

**Start:** March 17, 2014

**Salary Range:** $16-19/hour, not benefits eligible. Flexible hours and great work environment.

**THE ORGANIZATION**

Gay Straight Alliance for Safe Schools increases the capacity of LGBTQ students, educators, and families to create schools in Wisconsin where all youth thrive.  We do this by:

* Developing the leadership of LGBTQ students,
* Supporting Gay-Straight Alliances,
* Training educational staff on creating safe and supportive school communities,
* Advancing educational justice, and
* Deepening racial, gender, and social justice.

Gay Straight Alliance for Safe Schools values integrity, honesty, openness, and authenticity.  We are committed to youth leadership, racial justice, and social justice and recognize we are all life-long learners and teachers.  We hold ourselves accountable to the youth we serve as well as each other, our board, funders, partner organizations, and the broader community by honoring our commitments and continuously reflecting on and improving our work.  We dig deep, think creatively, take on big challenges, and pride ourselves on seeing our vision become a reality.  We are driven by a vision of a world free of oppression based on gender identity and expression, sexual orientation, race, and other identities and strive to model the world we want to exist through our everyday actions.

**THE OPPORTUNITY**

The Bookkeeper will be responsible for implementing best practices in accounting, bookkeeping, and record management, including proficient use of Quickbooks and our fundraising database, eTapestry. Specifically, the Bookkeeper will:

* Maintain accurate records in Quickbooks, which primarily involves the input of revenues and expenses with proper account coding.
* Write checks to pay bills in timely fashion.
* Reconcile Quickbooks to the bank statements and eTapestry monthly.
* Prepare financial statements monthly.
* Run payroll semi-monthly.
* Assist in audit preparation annually.
* Maintain accurate revenue records in eTapestry.
* Process donation receipts and end of year donation tax receipts.
* Prepare review of bank statement by finance committee monthly.

**POSITION QUALIFICATIONS**

Required

* Knowledge of bookkeeping and generally accepted accounting principles.
* Proficiency in use of Quickbooks, Microsoft Word, and Microsoft Excel.
* Ability to manage multiple projects simultaneously and meet deadlines.
* Strong attention to detail.
* Ability to work independently and as part of a team.
* Proven ability and readiness to learn new technologies, such as working with our fundraising database eTapestry.

Preferred

* Associates or Bachelor’s degree in accounting or business administration or equivalent work experience.
* 2-5 years of bookkeeping experience.
* Knowledge and experience in non-profit bookkeeping.

**TO APPLY**

For more detailed information, including a job description and application, please go to [www.gsafewi.org](http://www.gsafewi.org). To apply for this position, please send an application, resume, and cover letter to Kristen Petroshius, kristen@gsafewi.org. **Applications must be received by 4pm on March 2, 2014**.

**GSAFE is an equal opportunity employer. People of color and transgender/gender non-conforming people are especially encouraged to apply.**