



Bookkeeper Live & Learn AZ

Title: Bookkeeper	FLSA Status: Exempt-Salaried
Classification: Part Time	Reports to: Director of Finance
Location: hybrid, in-office & remote	Date of Last Revision: 9/29/25

Mission

To empower women to break the cycle of generational poverty.

Position Summary

The Bookkeeper is responsible for daily internal accounting tasks that ensure accurate and up-to-date financial records for the organization. This role plays a critical part in maintaining financial compliance and providing clear, reliable data to support management decisions.

Key Responsibilities

Track financial transactions and categorize expenses
Reconcile accounts on a regular basis
Maintain accurate records of donations, grants, program expenses, and operational costs
Generate financial reports to support budgeting and decision-making
Ensure compliance with financial regulations and best practices

Commitment

Approximately 12 hours per week (fluctuating between 10–15 as needed)
Paid position at \$20,000/year
Occasional duties outside of normal business hours may be required

Key Responsibilities

- Financial record-keeping, and reporting in collaboration with the finance team or external accountants. Accounts Receivable, Accounts Payable, Payroll.
- Maintain necessary vendor relationships, including auditors, others as seem fit.



- Oversee procurement processes.
- Month-Close: maintain Prepaid, Depreciation Schedules, AP status summary for Accrued payables, related end-of-the-month entries.
- Record Bank Transactions, maintain accurate account balance
- Ensure adherence to nonprofit regulations, including tax filings and annual reporting.
- Ensure proper documentation and quality control of invoices, receipts, and monthly statements for the organization.
- Process staff financial requests and reimbursements.
- Handle correspondence and invoices from vendors and contractors.
- Maintain files on vendor contracts.

Other Duties and Responsibilities:

- Work across departments to achieve the overall goals of Live & Learn.
- Model and maintain a climate of inclusion, accountability and respect.
- Maintain knowledge and relevance, always learning and incorporating best practices.
- Other duties as assigned.

Qualifications and Requirements

- Bachelor's degree in business administration, nonprofit management, or related field (or equivalent experience).
- Experience with accrual-based accounting.
- Proven experience in administrative support, office management, or business operations, preferably in a nonprofit setting.
- Proficiency in Microsoft Office Suite, Google Workspace, and CRM/donor management tools.
- Strong organizational, time management, and problem-solving skills.
- Excellent written and verbal communication abilities.
- Familiarity with financial software, such as QuickBooks or similar software.
- Familiarity with coordinating grant reporting.
- A passion for Women's issues and empowerment and a commitment to nonprofit work.

Benefits



- Flexible Scheduling
- Changing your community!

Physical/Mental Demands

These physical demands are representative of those necessary to successfully perform the essential functions of this job. Reasonable accommodation may be considered to enable those with disabilities to perform these functions. While performing the responsibilities of this position, the employee is required to:

- Verbally communicate with others in person and on the phone
- See at a close range
- Stand and walk or be mobile
- Sit for long periods of time
- Use hands and fingers, and to manipulate keys on a keyboard
- Perform occasional light physical duties, including handling objects up to 10 pounds
- Handle multiple duties with often changing priorities

I understand that this job description is intended to convey the general nature and information essential to understanding the scope of the position and is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with this position. The requirements of this position may change, or I may be asked to perform other duties as required.

Employee Name

Date

Employee Signature
