



Mission

Motivated by God's lovingkindness, Hagar's Sisters cultivates the emotional and spiritual healing of women impacted by intimate partner abuse, empowering them through care planning, education and compassionate community.

Position Description: Bookkeeper/Accountant

This is an interim part-time contractor position to support the bookkeeping and accounting needs of this non-profit organization during the search for an Operations and Finance Director. Key areas of responsibility include handling payroll, paying bills, ensuring budget compliance, and working with our outside Accountant to prepare and submit taxes and other needed revenue information. Work likely will take 3 days/week and can potentially be performed remotely.

Bookkeeping Accountabilities

- Pay bills, process payments to contractors, reconcile bank account.
- Manage payroll using Intuit, ensuring accurate deductions; file and pay payroll taxes; issue W2's and 1099's.
- Manage vendors to insure timely and optimal service as needed. This includes water delivery, office supplies, and office cleaning.
- Work with outside Accountant to file taxes and perform Accounting Review.
- Run financial and donor reports for Board and Executive Director as needed.
- Record non-profit donations in database, run end-of-year tax receipts, and mail/email to donors.
- Accurately import/enter donations received from all sources (checks, credit cards, PayPal, GiveLively, Stripe).
- Record Sister contributions in our database (Gnosis) through our in-house Learning Management System.
- Prepare and provide information for Worker's Compensation audit to auditor annually.

Requirements

- Non-profit accounting experience and proficiency
- High degree of accuracy, efficiency, and accountability
- Prompt response to information needs and deadlines
- Experience and skill in using Quickbooks, Intuit, and other databases
- Experience using learning management systems desirable/helpful

Contact loriw@hagarssistes.org to apply or for more information.