

JOB DESCRIPTION

FA Bookkeeper

Job Description:

The FA Bookkeeper is an external position that isn't involved in union operations. It encompasses the responsibilities listed below and is designed as a permanent position though subject to periodic review. It is a year round position that officially begins in September 2026, though it also includes compensated "shadowing" of our current bookkeeper during Spring 2026.

Responsibilities:

Provides the following services on an ongoing basis:

1. Maintain computerized accounting system – currently QuickBooks Pro 2021
2. Determine and track depreciation on new assets over \$2500
3. Allocate cash disbursements and receipts to proper budget categories
4. Allocate budget categories between chargeable and non-chargeable expense
5. Post cash receipts and cash disbursements to a general ledger
6. Prepare monthly financial statements and provide them to the President and Office Manager
7. Prepare annual financial statements and provide them to the President, Office Manager and Auditors
8. Prepare bank reconciliations
9. Assist the Office Manager in preparing the annual budget
10. Review financial reports with the Office Manager
11. Maintain confidential vendor W9s
12. Prepare and file 1099NEC forms
13. Supply audit support
14. Provide suggestions for maintaining fiscal files
15. Provide access to backup of copy of organization's files, on an annual basis
16. Additional duties that may arise on as as needed basis

Remuneration:

Negotiable, on an hourly basis. Currently, the bookkeeper is compensated via monthly invoices, typically averaging between \$300-\$400 per month.

Application Process:

Please send a resume and brief cover letter indicating your certifications and experience to our Office Manager, Erika Cervantes (faerika@fafhda.org) by **no later than Friday April 10, 2026.**