

Nonprofit Bookkeeping Position

The Neighborhood Cancer Connection is 501c3 nonprofit whose mission is to connect people to free, integrative services that can meet their emotional needs, relieve financial burdens, and equip them for the most successful journey through cancer.

Neighborhood Cancer Connection is seeking a part time bookkeeper (20-25 hours/week) to join our growing organization. If you're excited to be part of a passionate team of nonprofit professionals in a flexible work environment, the NCC is for you. Our dynamic team of 7 members is 100% committed to improving the quality of life of cancer patients and their families. This position reports directly to the Executive Director.

Responsibilities

- Conduct reconciliation of all accounts on an as-needed basis
- Maintain and balance the general ledger in an accurate, complete, and up-to-date manner
- Perform all activities related to the accounts payable function, including reviewing and processing payments
- Perform account receivable functions including invoicing, deposits, collections, and revenue recognition
- Prepare regular financial reports through collection, analysis, and summarization of data
- Interpret and apply accounting policies, rules, and regulations to all work in order to ensure compliance with applicable standards
- Assist in annual audit process in coordination with the Executive Director

Qualifications, Skills & Requirements

- Bachelor's degree from an accredited institution
- 3-5 years relevant experience working in accounting and bookkeeping; nonprofit experience preferred
- Thorough knowledge and understanding of GAAP
- Strong verbal and written communication skills; able to problem solve and work independently
- Proficient in QuickBooks and Microsoft Excel
- Experience with accounts payable, accounts receivable, and general ledger
- High degree of accuracy and attention to detail
- Comfortable with both remote and in-office environments

Compensation

\$20 - \$24 per hour, negotiable depending on experience; generous paid time off and paid holidays.

To apply: Send cover letter and resume to LisaC@nccgreenville.org. No phone calls please.