

Quick Books Bookkeeping Specialist

Learning Help Centers of Charlotte - Charlotte, NC

Job Summary

This is a pro-bono part-time role for someone seeking to provide a core competency to our non-profit organization. Ideal for a summer intern or freelance accounting associate. Working with the Executive Director, we will set-up a basic chart of accounts and general ledger to migrate from MS Excel to a robust accounting & reporting system.

This volunteer role is very important in supporting our ability to create capacity in order for the Executive Director to be able to focus on families, programs and front-office tasks. This position does not require monthly bookkeeping assistance, beyond the establishment of the Quick Books ledger

Part-time position: 10 to 12 hours per week, for an estimated three weeks. Quick Books Specialist may perform project tasks as their time permits during the specified time frame.

Key Responsibilities

- Gain understanding of current process, accounting and reporting
- Create generic chart of accounts to match current accounts and reporting
- Load opening balances
- Create import capability for bank transaction import
- Match reporting requirements

Qualifications

- QuickBooks accounting package experience
- Bachelor's degree or equivalent
- Good verbal and written communication skills
- Strong organizational skills, time management skills, and attention to detail
- Positive attitude and proactive personality

Availability: Commencing as soon as possible

Location: Primarily remote at home or work, with a one or two scheduled meetings with LHCC Executive Director to provide input into book-keeping and reporting requirements

Contacts: Send email and cover letter to info@lhccit.org