PART-TIME BOOKKEEPER

Organization Summary: The Animal Welfare Institute (AWI) is a nonprofit organization founded in 1951 whose mission is to alleviate the suffering caused to animals by people. With headquarters in the Eastern Market district of Washington, DC, AWI employs approximately 30 staff and consultants at its headquarters and operating from locations around the country and in Canada. AWI is program oriented—90 percent of our budget goes to support our programs to protect farm animals, animals in research, companion animals, and terrestrial and marine wildlife via educational programs, strategically crafted campaigns, political advocacy, litigation, and engagement with industry, policymakers, scientists, other NGOs, and the public.

Position Summary: Reporting to the Executive Director and the President, the person in this position will be responsible for all bookkeeping functions for an organization with an annual budget of $4.5 million, ensuring all financial information is appropriately and accurately recorded in Quickbooks Online. Estimated 25-30 hours/week.

Responsibilities:
- Administer benefits programs, including health, vision, and dental plans, and 401k plan (including 401k audit compliance)
- Use Quickbooks Online to record and categorize donation, grant and rental income, pay bills, and all other bookkeeping on a weekly basis
- Reconcile bank accounts, merchant account, credit card statements, and investment accounts on a monthly basis
- Monitor balances in various checking and money market accounts and work with Executive Director and President to move funds as needed
- Review employee expense reports & process reimbursements
- Pay bills in a timely manner including preparation of checks for President’s signature
- Set up wire transfers for approval by President
- Run bi-weekly payroll using ADP payroll; enter payroll journal entries; enter 401k contributions with TD Ameritrade; prepare and mail annual W-2s and 1099s; pay local taxes as needed;
- Track employee paid-time-off usage and balances
- Organize documents needed for annual financial audit; work with auditor to answer questions, provide any written backup
- Calculate quarterly utility bills for tenants and invoice them; track rent and utilities payments and follow up to ensure prompt payment
- File annual DC Rental Income & Expense report

Education:
- Bachelor’s or Associate’s degree in Accounting, Finance or related field.

Skills and Experience:
- 3+ years of demonstrated ability to provide detailed level bookkeeping support – accounts payable, accounts receivable, closing books on a monthly basis and preparing financial reporting and analysis
1+ years of transactional accounting experience using QuickBooks Online
1+ years of experience in nonprofit bookkeeping
Thorough understanding of accrual accounting
Expertise in Microsoft Office, especially Excel
Basic knowledge of nonprofit accounting principles
Superior attention to detail to assure proper classification of income and expenses (fundraising, management, program)
Passion for animal welfare is a plus

Job Location:
This job is mostly remote but will require weekly visits to our Washington, DC office to pick up mail and drop off checks to be signed.

Salary/Benefits:
Hourly rate is commensurate with experience and abilities. This position is not eligible for benefits.

To apply:
Please send a cover letter, resume, and 3 professional references to jobs@awionline.org, “Attn: Bookkeeper.” The position will remain open until filled. No telephone calls, please.

AWI is an equal employment opportunity employer. We are committed to employment practices that provide equal opportunities for all persons without regard to race, color, creed, sex, religion, age, national origin, sexual orientation, political affiliation, physical or mental disability, pregnancy, personal appearance, marital or family status, or other status as protected by applicable state, local, and federal laws. We are committed to advancing diversity, equity, and inclusion within our organization.