



Job Title: Part-Time Bookkeeper

Organization: Associated Builders and Contractors of Nebraska & South Dakota

Location: Lincoln or Omaha, Nebraska

Job Type: Part-Time

Overview:

Associated Builders and Contractors (ABC) of Nebraska & South Dakota is seeking a detail-oriented and experienced Part-Time Bookkeeper to join our team. The ideal candidate will have a strong background in accounting principles and practices, with the ability to manage financial transactions, maintain accurate records, and support our organization's financial operations.

Responsibilities

Accounts Payable and Receivable:

- Process accounts payable invoices and ensure timely payments to vendors.
- Manage accounts receivable, including invoicing members and tracking payments.

Bank Reconciliation:

- Reconcile bank statements and monitor cash flow to ensure accuracy.

Financial Reporting:

- Prepare monthly financial reports, including balance sheets, statements of financial position, and cash flow statements.

Payroll Processing:

- Assist with bi-weekly payroll processing, ensuring accuracy and compliance with payroll regulations.

Budget Management:

- Assist in developing and monitoring annual budgets.

General Ledger and Journal Entries:

- Maintain general ledger and post journal entries as needed.

Financial Documentation:

- Maintain organized financial records and documentation in compliance with organizational policies and regulatory requirements.

Assist with Audits:

- Provide support during annual audits or financial reviews.
- Assist with administrative duties and special projects as assigned by the President or Finance Committee.

Qualifications:

- Proven experience as a bookkeeper or similar role, preferably in a non-profit organization or association setting.
- Solid understanding of basic accounting principles and practices.
- Proficiency in accounting software QuickBooks and MS Office, particularly Excel.
- Excellent organizational skills and attention to detail.
- Ability to prioritize tasks and meet deadlines.
- Strong communication and interpersonal skills.
- Associate degree in accounting or related field preferred or applicable work experience.

Schedule:

- Part-time position, approximately 20 hours per week.
- Flexible schedule within regular office hours.