

Job title: Bookkeeper
 Reports to: Executive Director
 Salary: \$22hr. This is a nonnegotiable salary based on a competitive scan of the nonprofit landscape for comparable positions.
 FLSA Status: Nonexempt
 Position type: Part-time, permanent (15-20 hours per week)
 Schedule Tuesday-Friday, 10:30-2:30pm
 Positions available: 1

<p>How to apply: Review www.fabyouthphilly.org website to fully learn about and understand the variety of work we do at Fab Youth Philly (FYP).</p> <p>Send your cover letter and resume to: info@fabyouthphilly.com</p> <p><i>Unfortunately, we will not be able to review applications that do not follow the above steps.</i></p>	<p>BENEFITS</p> <ul style="list-style-type: none"> ● Three days of Paid Time Off (PTO) per year up to the first five years; ● Five paid Sick Days; ● Nine paid Holidays; One floating holiday ● Employee Assistance Program; and ● Paid professional development opportunities
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About us: [Fab Youth Philly \(FYP\)](#) is a youth development organization that provides innovative, award-winning programming for youth, with a focus on creating workforce development opportunities for teens ages 15-19. Our summer and afterschool jobs are designed to meet teens' developmental needs: establishing financial independence, exploring their passions and interests and building positive relationships with peers and adults.

Position Summary:

Fab Youth Philly is seeking to hire a part-time, exceptional Bookkeeper who work directly with the Executive Director to ensure the financial health and well-being of the organization. In this role, you'll manage essential financial duties, such as recording financial transactions, maintaining an internal coding system, and processing payroll. We're looking for someone who has a strong attention to detail and a commitment to supporting our mission.

Fab Youth Philly seeks candidates who value and demonstrate the following competencies:

- excellent time management: ability to manage multiple projects & meet deadlines
- takes pride in their work
- personal accountability
- problem solving
- effective communication: written and verbal
- commitment to actively prioritizing diversity, equity, inclusion and belonging in the workplace

Bookkeeping candidates should also possess these specific qualities:

- An eye for detail
- The ability to meet deadlines
- The ability to communicate complex data in a clear way
- Exceptional organizational skills
- The ability to prioritize projects
- Customer service skills
- Excellent data entry skills
- Payroll accounting skills

Responsibilities include:

- Maintain financial transaction records by establishing accounts, posting transactions, and ensuring legal compliance.
- Prepare financial statements, such as ledgers, income statements, and balance sheets.
- Utilize QuickBooks Online accounting software to manage and automate financial tasks when relevant.
- Assist with creating budgets, financial forecasts, and quarterly reports.
- Prepare financial documents for grant reports.
- Collect, analyze, and summarize data for tax forms according to local and federal mandates.
- Process payroll and tracking payroll data.

Requirements

- A minimum of one year working at a Nonprofit organization.
- AA / AS degree, BA / BS in accounting or similar field preferred.
- Knowledge of, and ability to use QuickBooks Online accounting software.
- Familiarity with spreadsheets, formulas, and data analysis tools.
- A general understanding of the main accounting principles, such as accruals and revenue.
- Strong attention to detail and level of accuracy.
- Effective verbal and written communication skills.
- Capable of spotting and resolving discrepancies.
- Knowledge of relevant tax requirements and how to prepare basic tax documentation.

Application process & timeline:

Please send your resume AND a cover letter to Info@fabyouthphilly.com and *indicate that you understand this is a part-time, permanent position up to 20 hours per week with a work schedule of Tuesday-Friday.*

1. We will review applications on an on-going basis and will be in touch by email with candidates who follow the steps and appear to be a good fit;
2. We will set up a brief pre-screening phone call. *This is NOT an interview* but helps us ask logistical questions to help us further determine a good fit.
3. If it is a good fit, then, we will invite the candidate in for an in-person interview. They will meet with the Executive Director and the Sr. Youth Program Manager.

We hope to be able to move at a reasonable pace (we typically respond to emails within 48 hours) – and we will only make an offer/hire if we find the right fit, not based on a specific timeline.

Fab Youth Philly is an organization that is working to apply a trauma informed lens to all the work we do and working to dismantle and avoid perpetrating white-supremacist culture. Fab Youth Philly provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Fab Youth Philly complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Fab Youth Philly expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability Fab Youth Philly's employees to perform their job duties may result in discipline up to and including discharge.