

EBMC Paid Consultant Position Available

Position Title: Bookkeeper

Job Overview and Purpose: EBMC is looking for a full-charge bookkeeper 3-6 hours per week. The Bookkeeper will perform weekly bookkeeping operations for this expanding non-profit organization. The Bookkeeper is responsible for the week-to-week recording of EBMC financial transactions, the preparation of month-end financial statements, and of yearly reports. The Bookkeeper will report directly to the EBMC Center Director and/or Assistant Director.

Desired Skills/Experience/Qualifications:

- A history of meditation practice and familiarity with the Dharma
- Ability to work unsupervised
- Have 2+ years bookkeeping experience using Quickbooks, and with email and Excel
- Experience with online payroll processing
- Highly organized, detail oriented, and efficient
- Be reliable and accountable, demonstrate ability to complete work according to fixed deadlines
- Have excellent oral and written skills in communicating accounting needs to staff
- Have experience in non-profit accounting
- Comfortable with receiving feedback, and following directions
- Cultural awareness, sensitivity, and competence in working and communicating across different cultural communities
- Previous knowledge and experience in this kind of role.
- Professional references

Job Tasks:

- Prepare weekly deposits at the EBMC office for donations collected at EBMC events. Deliver deposits at the Beneficial State Bank branch a few blocks from EBMC.
- Record all online donations, including monthly recurring gifts from Network for Good, Authoriz.net, and Eventbrite into Quickbooks online system as well as record credit card donations processed through EBMC via Authorize.net.
- Post all of EBMC's expenses, assets and liabilities, into EBMC's online Quickbooks account.
- Reconcile the bank statements from two bank accounts, and prepare a monthly financial statement, to include a Balance Sheet, a Profit and Loss statement, and a Budget to Actuals Comparison by the end of each month for the year-to-date period up to the end of the previous month.
- Maintain the EBMC chart of accounts as directed by the EBMC Center Director or Assistant Director
- Meet monthly with the EBMC Center Director or Assistant Director, as needed
- Respond to periodic inquiries and make updates and corrections in a timely manner to the EBMC financial statements as directed by the EBMC's Center Director or Assistant Director
- Maintain accounting files and archives.

- Make year-end adjustments such as necessary including depreciation, prepaid expenses and deferred income.
- Produce year-end reports as requested by the EBMC Treasurer, to include 1099 IRS forms for all EBMC contractors, and a summary of all donations to EBMC by check listed by donor.
- Write checks for EBMC bills, reimbursements and other expenses and prepare checks for signature and mailing.
- Process semi-monthly payroll, including collection of time sheets, online submission using Paychex Online, and journal entries to Quickbooks Online.
- Keep track of staff PTO

Work Schedule & Arrangements: Flexible, averaging 3 - 6 hours/week.

Compensation: \$35 - 45/hour depending on experience.

Work Location/Environment: The preparation of deposits and checks must be done at the EBMC office. Other activities may happen either at EBMC, or at a location of the bookkeeper's choosing. Note: The EBMC office is not a fully staffed office. The site is a meditation center, holding week night meditation sessions, occasional weekday sessions, and all-day weekend sessions. The Bookkeeper will be working independently in the Center while Center programs are not in session, creating their own hours during the week. Communication with the EBMC's Center Director or Assistant Director will be primarily over email or phone with potential monthly in-person meetings.

Training Available/Provided: Training on Center operational procedures and policies provided by EBMC staff.

Contract Duration: Initial term 6 months, renewal contingent upon evaluation.

Application Deadline: The position is open until filled. The first review will be around **May 6, 2015**. Please send your resume to the contact person listed below. (No phone calls please.)

EBMC Contact Person(s) and Contact Information: Xiaojing Wang, EBMC Assistant Director, xiaojing@eastbaymeditation.org