



Position Available: Bookkeeper

We are looking for an experienced Bookkeeper to oversee and manage the daily financial operations of The Commit! Partnership, an education nonprofit bringing community members to help all students succeed in Dallas County. This is a unique opportunity to help make a big impact for the future of Dallas. The right candidate will be efficient, know how to multi-task, have a positive attitude and an eagerness to learn and grow with our organization.

This position will dually report to Commit!'s Administrative Assistant and Chief Operating Officer, with helpful guidance provided by an outside expert accounting services firm.

Summary of Job Description:

This position is responsible for performing a variety of bookkeeping and accounting duties including processing payroll twice monthly and financial record-keeping and transactions including accounts payable, receivable and general ledger. The desired individual will have proficiency with accounting software management, experience working with nonprofit accounting practices, an outgoing and friendly personality, demonstrated professionalism and tact in communications with a diversity of individuals, strong organizational and time management skills, acute attention to detail and ability to work well with the team.

Hours: 20 hours per week, stationed in Commit!'s Dallas office; specific office hours TBD

Compensation: Competitive and commensurate with experience

Qualifications and job requirements:

Qualifications:

- Nonprofit accounting experience of 2 or more years;
- Bachelor's degree required;
- Proficiency in Windows and Macintosh operating systems and with Microsoft Office, Excel, Google Docs and Chrome; proficiency with the Intacct financial management system preferred;
- Excellent attention to detail; commitment to error-free processing of financials;
- Strong verbal and written communication skills;
- Strong organizational, problem-solving, and analytical skills; ability to manage multiple priorities and workflow;
- Strong interpersonal skills;
- Ability to deal effectively with a diversity of individuals at all organizational levels;
- Good judgment, with the ability to make timely and sound decisions independently;
- Ability to learn new systems and processes;
- Belief in Commit!'s mission that all students can succeed;

Duties & Responsibilities:

Ongoing financial accounting and processing

- Process all organizational financials--month and year-end closing, general ledger, bank reconciliations, accounts payables, and accounts receivables within the Intacct system;
- Maintain accounting ledgers by verifying and posting account transactions; maintain the chart of accounts;
- Prepare billing reports to be approved prior to invoicing; maintain records by scanning invoices, debits, and credits;
- Summarize receivables by maintaining invoice accounts and verifying totals;
- Create monthly invoices and statements to be sent to existing contracts with partners;
- Verify vendor accounts by reconciling monthly statements and related transactions;
- Pay vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; ensuring credit is received for outstanding memos; and issuing stop-payments or purchase order amendments;
- Perform monthly billing and issue checks for bills and employee reimbursements in an accurate and timely manner; ensure that all expenditures are appropriately categorized;
- Adhere to proper accounting methods, policies and principles;

Budgeting and reporting

- Monitor and analyze accounting data and produce financial reports or statements;
- Maintain the annual budget and actual expenses, calculating variances from the budget and reporting significant issues to management;
- Reconcile bank accounts and provide reports to administrative and finance directors each monthly;

General

- Protect organization's value by keeping information confidential;
- Comply with local, state, and federal government reporting requirements;
- Demonstrate a high level of professionalism in dealing with confidential and sensitive issues;
- Proactively maintain highly organized filing system; file invoices, payroll paperwork, reimbursements, insurance information and other financial records;
- Work closely with the administrative assistant, who is the first point of contact for employee reimbursements, employee expenses, invoices and receipts;
- Assist in the development and implementation of systems and procedures, as well as other duties or special projects, as needed.

Application instructions:

To apply: Send resume and cover letter to Jennifer.richardson@commit2dallas.org. Please reference the "Bookkeeper" position in the subject line.

About The Commit! Partnership

The Commit! Partnership is a growing coalition of 190+ organizations in Dallas–Fort Worth using robust data, community expertise, and the power of collective action to help solve the biggest education challenges preventing the region’s students from succeeding in school, college, and career.

Currently working to benefit over 1.3 million students in Dallas and Tarrant Counties from Pre-K through college, Commit! is the largest member of the national StriveTogether Network, comprised of 68 chapters who commit to rigorous quality standards and who share research, practices and new approaches across their communities for collective impact. Founded in 2012, Commit! is actively supported by civic leaders and some of the region’s most prominent CEO’s, foundation directors, college presidents, K-12 superintendents and non-profit executives. A backbone staff of nearly 25 employees supports the work of The Partnership through measurement, communications, convening, and project management.