



BELONG
partners

Part-Time Non-Profit **Bookkeeper/Accountant** Contractor Announcement

BELONG Partners is seeking a detail-oriented and reliable Bookkeeper/Accountant to manage monthly financial reporting and day-to-day accounting tasks for our nonprofit organization. This contractor role averages approximately 25 hours per month (ranging from 18 to 30 hours) and requires proficiency in nonprofit accounting and a strong understanding of generally accepted accounting principles (GAAP).

Key Responsibilities:

Financial Reporting & Accounting Services:

- Prepare monthly financial statements in accordance with GAAP
- Post cash receipts and disbursements as needed
- Prepare and send billings to customers bi-monthly
- Prepare adjusting journal entries to maintain an accurate trial balance
- Reconcile bank statements monthly
- Conduct monthly cash and accounts receivable (AR) analysis
- Assist in preparation of schedules for annual IRS Form 990 in coordination with CPA firm

Compliance & Tax Filings:

- Prepare and file Washington State Department of Revenue returns (monthly)
- Prepare and file City of Seattle B&O tax returns (quarterly)
- Prepare and e-file annual 1099 forms

Payroll-Related Support:

- Add eligible employees to Ascensus SIMPLE IRA plan as needed
- Process semi-monthly employee retirement contributions via Ascensus

Grant & Donor Reporting:

- Prepare financial components of grant reports as needed

Qualifications:

- Proven experience in bookkeeping/accounting, with strong preference for nonprofit sector experience
- Familiarity with nonprofit compliance and tax reporting requirements
- Proficiency in accounting software and Excel
- Strong attention to detail, accuracy, and organization
- Ability to work independently and manage tasks on a flexible schedule

If you are interested in the position. Please send a brief statement of interest and resume to zefanya@belongpartners.org