



## **NAPW JOB ANNOUNCEMENT**

<b>JOB TITLE:</b>	<b>Full-charge Bookkeeper (P/T)</b>
<b>JOB TYPE:</b>	Part-Time (16-24 hrs/wk); Non-Exempt; (non-employee/contract possible)
<b>JOB LOCATION:</b>	New York City (Office-based position)
<b>COMPENSATION:</b>	Competitive hourly rate; Some benefits

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National Advocates for Pregnant Women (NAPW) seeks to protect the rights and human dignity of all people, focusing on pregnant and parenting women and those who are most likely to be targeted for state control and punishment, including low income women, women of color, and drug-using women. NAPW works to ensure that women do not lose their constitutional and human rights as a result of pregnancy; that addiction and other health and welfare problems they face during pregnancy are addressed as health issues, not as crimes; that families are not needlessly separated based on medical misinformation; and that pregnant and parenting women have access to a full range of reproductive health services, as well as non-punitive drug treatment services. NAPW uses the lessons learned from the experiences of these women to find more effective ways of advancing reproductive and human rights for all women and families.

Our work encompasses litigation, litigation support, and legal advocacy; local and national organizing; and public policy development, public education, and outreach. Two principles guide all NAPW activities: (1) to build bridges and align agendas across diverse public health and social justice movements, and (2) to leverage and connect local organizing and activism with national advocacy and policy work.

To that end, NAPW is actively involved in ongoing court challenges to punitive reproductive health and drug policies and provides litigation support in cases across the country. NAPW engages in local and national organizing and public education efforts among the diverse communities that are stakeholders in these issues, including the women and families directly affected by punitive policies, as well as public health and policy leaders.

### **Position Description**

NAPW seeks an experienced part-time **Full-charge Bookkeeper (FCB)**. Reporting to the Deputy Director of Operations with oversight from the Consulting CFO, the Full-charge Bookkeeper performs all professional bookkeeping/business management and accounting functions in accordance with prescribed internal accounting systems and GAAP.

The FCB is a self-motivator who will play a key role in the daily operations of the company and who will be entrusted with a high level of responsibility. Although this is a part-time position, the Full-charge Bookkeeper is expected to be fully-integrated as a member of the NAPW team.

The ideal candidate will be a dynamic self-starter who can work independently, and is also adept at working collaboratively with the entire staff and external business partners. S/He must be an excellent problem-solver, effective team player, be highly organized, and must be good at setting priorities and juggling multiple tasks at one time. Prior experience in non-profit accounting is required. The part-time Full-charge Bookkeeper will work closely with all staff members, performing all duties with confidence and efficiency.

### **Responsibilities include (but are not limited to):**

- Maintaining high quality bookkeeping policies and procedures;
- Manage all aspects of day to day bookkeeping and accounting processes including but not limited to: A/P, A/R, payroll, journal entries, and bank reconciliation in accordance to GAAP;
- Maintaining the chart of accounts and classifications that associate revenue and expenses with various programs, grants and other functions;
- Processing and payment of all invoices in a timely manner;
- Performing and recording job costing overhead allocation;
- Coordinating with outside CPA and Auditors in preparation of year-end audit and IRS 990/State filings; Administration of quarterly and annual business taxes;

- Year-end Form 1099 & Form W-2 processing;
- Collaborating with HR in the administration and funding of NAPW's 403B plan;
- Preparation of preliminary trial balance;
- Preparing accrual items and correcting errors in the preliminary trial balance with adjusting entries;
- Conducting monthly bank and credit card reconciliations;
- Managing all aspects of payroll execution, including submission of all state, federal, and county forms, taxes and tax deposits, and reports;
- Assisting with the preparation of budgets and financial reports for the Senior Management Team and Board as required;
- Proactively maintaining highly organized filing system; files invoices, payroll paperwork, reimbursements, insurance information and other financial records in a timely fashion and in compliance with retention schedules; manage the filing of highly-confidential information and documents as well the disposal of such items as appropriate;
- Managing time tracking process for employees with hours billable to grants, utilizing online time tracking tool, and extract data to make appropriate payroll entries for financial and grant reporting;
- Creating budgets and financial reports to use for grant applications and reporting;
- Collaborating on development activities related to grant awards and individual giving such as: recording and reconciliation of pledges, receipts, contributions, and other revenues from offline and online sources, and responsible for issuing charitable tax receipts and reports;
- Assisting in the research, development and implementation of systems, procedures, and efficiencies related to finance and accounting as needed;
- Reconciliation of the petty cash fund;
- Attending staff meetings and other staff events as appropriate and required;
- Keeping skills current and growing: attending required trainings, actively seeking opportunities to learn new skills and info.

**The ideal candidate must possess the following minimum qualifications:**

- Bachelor's or Master's degree in accounting, business management or related field with working knowledge of accounting principles and general business operations in the nonprofit sector; Certified Bookkeeper designation (CB) preferred, but not required;
- 5+ years of Full-charge bookkeeping experience and thorough knowledge of GAAP, non-profit budgeting and accounting practices, with knowledge of non-profit advocacy programs and services including experience reporting to funding organizations;
- Experience with the certified audit process; Previous successful audits in non-profit industry;
- Experience implementing robust systems and processes that comply with best practices;
- Ability to prioritize and multi-task; Highly organized and detailed orientated; Able to complete tasks accurately and timely with minimal supervision;
- Possess a proven ability to maintain confidentiality; Must be able to exercise good judgment, work independently as well as collaboratively, meet deadlines, and cooperate with others;
- Must be receptive to feedback;
- Strong mathematical skills and proven ability to calculate, post and manage accounting figures and financial records;
- Experience building out accounting systems for organizations;
- Strong verbal and written communications skills including bringing forth any questions or issues immediately to seek clarification; Ability to offer suggestions for process improvement; Ability to clearly and concisely communicate finance and accounting practices, terms, and procedures (verbally and in writing) to individuals familiar with finance and accounting and to non-finance/accounting audiences as well;
- Ability to step into an active role immediately; Ability to interface well with staff and external contacts;
- Impeccable integrity, judgment, a balance of humor and diligence, humility and mission-driven ambition;
- Advanced-level proficiency with solid, measurable experience in Mac OS platform finance and accounting applications is required (i.e., QuickBooks, QB Pro Advisor, QB Online, QuickBooks Professional, Intuit Payroll, HRIS, and Development/Donor management); Familiarity with and/or trainability in other related software and database applications (e.g., Paychex, ADP-Run, ADP Total Source, MIP, Fund-EZ, Network for Good, Raiser's Edge, 4D, PeopleSoft);
- Advanced-level proficiency with solid, measurable experience in MS Professional Office Suite and G Suite (Google) are required; Familiarity with and/or trainability in other Mac OS computer software applications, databases, and social media platforms (i.e. Zoom, Google Hangout, Skype).

**THIS SEARCH IS BEING MANAGED BY  
MCCFREENEY HR SOLUTIONS**



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*Innovation \* Strategy \* Experience*

*McCFreeeny HR Solutions is a boutique, executive HR management consulting firm. McFHRS provides C-Suite level executive teams with comprehensive HR business solutions. Areas of expertise include: the design and administration of benefits and compensation programs; design of HR infrastructures; talent management; recruitment; full-phase onboarding; HR risk management audits; employee engagement; project management; policy development; HR service delivery; performance management; and executive coaching.*

**THIS IS AN IMMEDIATE HIRE. APPLICATION DEADLINE: MARCH 26<sup>TH</sup>, 2018**

**REQUIRED SUBMISSIONS (MUST INCLUDE ALL ITEMS LISTED BELOW):**

1. Cover Letter which **must** include **all** of the following elements:
  - a) Your personal & professional motivation for seeking this position.
  - b) A discussion of what makes you the ideal/best candidate for this position.
  - c) Salary Requirement.
  - d) Indicate where you found this Job Announcement.
2. Resumé
3. Complete contact information for **three** (3) professional references

**INSTRUCTIONS: NO PHONE CALLS OR FAXES PLEASE.**

**All** submissions must be sent **VIA EMAIL ONLY** To: **NAPWjobs@AdvocatesForPregnantWomen.org**

**SUBJECT: ATTN:** Human Resources – P/T Bookkeeper (March 2018)

**NATIONAL ADVOCATES FOR PREGNANT WOMEN IS AN EQUAL OPPORTUNITY EMPLOYER. WE CONSIDER APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, CREED, GENDER, GENDER IDENTITY, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL OR VETERAN STATUS, SEXUAL ORIENTATION, OR ANY OTHER LEGALLY PROTECTED STATUS. [www.AdvocatesForPregnantWomen.org](http://www.AdvocatesForPregnantWomen.org)**