

RWN Bookkeeper Request for Proposals

The Rochester Women's Network (RWN) is a 501(c)(3) organization, representing career minded women in the Rochester, New York area for over 40 years. Annual revenues are less than \$100,000, and the organization is not for profit and entirely volunteer based. We have approximately 200 members and between 10-16 board members, depending on the year.

RWN is currently soliciting proposals for bookkeeping services. Job responsibilities include the following:

- Maintain records of financial transactions by recording and appropriately categorizing transactions within the accounting software (currently averaging 30-40 transactions per month)
- Maintain the chart of accounts
- Reconcile all bank, credit card and/or loan accounts on a monthly basis
- Track and make adjustments for deferred revenue (membership) as necessary
- Make year-end adjusting entries as needed
- Maintains historical records
- Prepare financial reports (Profit & Loss, Balance Sheet, etc.) on a monthly basis or as requested
- Complies with Federal, State, and local legal requirements by adhering to requirements; and advising Board on needed actions
- Communicate with the Board and Finance Committee when questions arise

Individuals should have their own workspace and may be located remotely, as long as they have the ability to reasonably communicate by email, phone, or video call with board members located in Eastern Standard Time.

Bookkeeper Qualifications/Skills:

- Well-versed in using Quickbooks, Microsoft Office, and Zoom
- Excellent communicator and experienced in explaining complex information in simple terms
- Attention to detail
- Recognizes importance of confidentiality
- Able to meet deadlines as communicated and respond in a timely manner

Education, Experience, and Licensing Requirements:

- Associates or Bachelor's degree in accounting, finance, or related field
- CPA is a plus but not required
- Previous bookkeeping experience required
- Experience working with non-profit, volunteer-run organizations is a plus

Interested applicants should provide a cover letter explaining their interest and qualifications, a resume, and hourly rate to rwn@rwn.org by June 23, 2023.