

**Job Title:** Bookkeeper

**Reports To:** Head of School and Director of Operations, Finance and Technology

**Location:** Baltimore, MD (On-site)

**Employment Type:** Part-Time up to 34 hours per week

**Position Overview:**

The Baltimore Leadership School for Young Women (BLSYW) is seeking a detail-oriented and highly organized Bookkeeper to support the financial operations of the school. The ideal candidate will be responsible for working with the accounting support team to maintain accurate financial records, assisting with budget tracking, processing payroll, and supporting day-to-day accounting functions to ensure compliance with internal policies and external regulations.

**Key Responsibilities:**

- Record and reconcile daily financial transactions with the accounting support team.
- Manage accounts payable including invoice processing and payment tracking through accounts payable platform. Work with the accounting support team to complete the reconciliation of the payables platform to the accounting software on a monthly basis.
- Review monthly credit card statements for categorization of expenses and proper support for the expense. Provide information to the accounting support team for completion of the monthly reconciliations of credit card and vendor statements. Ensure compliance with credit card policy and ordering procedures.
- Manage cash receipts and reporting in conjunction with Development to ensure proper accounts receivable tracking and reconciliation to the Development software system.
- Manage accounting for grants and restricted donations, including generating monthly reports on Net Assets. Assist with the monthly reconciliation of Net Asset reports and Development tracking system with assistance from Development and the accounting support team.
- Maintain accurate records of all financial transactions and oversee monthly reconciliation reports with the accounting support team.
- Assist in preparing financial reports for leadership, auditors, and board meetings with collaboration from the accounting support team.
- Generates accounting and audit reports for cash receipts, accounts payable and receivable, expenditures, and profits and losses from accounting system (e.g. QuickBooks Online or similar)
- Support the payroll process by maintaining timesheets, leave balances, and related documentation
- Track budget expenditures against grant allocations and funding sources
- Prepare supporting documentation for audits, grants, and financial reviews

- Ensure compliance with federal, state, and local financial regulations and school policies
- Work closely with the Head of School and Director of Finance and Operations to maintain organized records for annual reporting and audits
- Performs other related duties as assigned

**Qualifications:**

- Associate's degree in Accounting, Finance, or related field (Bachelor's preferred)
- 3+ years of experience in bookkeeping or accounting, preferably in a nonprofit or education setting
- Ability to use accounting software to record, store, and analyze financial data. Proficiency in QuickBooks (or comparable accounting software), Excel, and Google Workspace
- Strong attention to detail and accuracy in financial data entry and reconciliation
- Knowledge of nonprofit accounting principles and fund/grant tracking is a plus
- Ability to maintain confidentiality, exercise sound judgment, and meet deadlines
- Excellent organizational, communication, and interpersonal skills

**Preferred Attributes:**

- Experience working in a school or nonprofit organization
- Familiarity with state and federal grant reporting requirements
- Commitment to BLSYW's mission to empower young women through education and leadership

**Work Schedule & Compensation:**

- Flexible part-time
- Salary is commensurate with experience

**Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at a time.