

Self Help, Inc

Bookkeeper (part-time, remote position)

Founded in 1969, Self Help, Inc. ("Self Help") is a 501(c)3 nonprofit organization dedicated to assisting neighbors in need throughout northern New Mexico. Based in Los Alamos, Self Help promotes self-sufficiency among individuals and families living in Los Alamos, Rio Arriba, Taos, and northern Santa Fe counties through the following programs:

- emergency basic needs aid
- information, referral and resource navigation
- seed money grants

Self Help's services are unique in their speed, flexibility, and low barrier to entry for callers in need. Our client-centered approach fills critical gaps for those who are experiencing immediate and long-term barriers to financial stability and success.

Mission: To provide support and services as a bridge to self-reliance for people in Northern NM.

Position Overview

The Bookkeeper shall manage the financial bookkeeping of Self Help, Inc., maintain appropriate records, and generate reports for the Board Treasurer to discuss at each Board meeting. This position will also coordinate with the Executive Director and Treasurer to prepare the annual budget. The Bookkeeper will make financial information available to Board members, Executive Director, auditors, and the public, as necessary. The position shall have a dual reporting responsibility to the Board Treasurer and Executive Director.

RESPONSIBILITIES

1. Prepare and review the Self Help, Inc. Monthly Reporting Package for Treasurer to present to the Board.
2. Process monthly transactions in QuickBooks by reviewing monthly expenses and deposits for each account. This includes matching of receipts for all expense items, following-up on missing items, and downloading all bank transactions.
3. Reconcile accounts in Quickbooks using the current monthly statements.
4. Partner with Executive Director and Treasurer to prepare annual budget, review with Board and load into Quickbooks.
5. Be available as needed to answer Executive Director and Treasurer questions as well as provide additional reporting and accounting support activities as needed. Attend Board meetings as needed.
6. Coordinate with external accounting firm for any additional information that may be needed for general questions, taxes or audits.
7. Monitor accounts for unusual or suspicious activity and report to Treasurer.



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8. Partner with Treasurer and Executive Director to explore the possibility of implementing payroll processing and quarterly associated reporting.
9. Deposit weekly donations during Annual Holiday Bell Ringing Campaign.
10. Support Executive Director by tracking restricted grants as well as deliver associated reporting as needed.

Qualifications and Attributes

- Strong communication and people skills.
- Detail-oriented, collaborative, and flexible team member.
- Experience in QuickBooks preferred.
- Ability to meet deadlines and follow-through with minimal supervision.
- Strong time management skills.
- Must be willing to complete a background and credit check.
- Bachelor's degree preferred but candidates with similar experience are strongly encouraged to apply.

This position is part-time position (10-15 hours a month.) The majority of the work is performed between the 1st and 15th of each month in preparation for the monthly Board Meeting, which is the 3rd Tuesday of the month. The Board meets 10 times per year.

Schedule: Flexible hours, remote work

Pay Range: \$18-20/hour

Please send a resume and a letter describing your abilities and interest in this position to diane@selfhelpla.org with Bookkeeper in the subject line. Applications will be reviewed as they are received.

Self Help does not discriminate based on race, religion, color, national origin, gender, sexual orientation, or any other legally protected status. Applicants of all backgrounds are encouraged to apply.



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