



Job Title: Part-Time Bookkeeper

Organization: Northshore Youth Soccer Association (NYSA)

Location: Woodinville, WA

Position Type: Part-Time, 20 hours per week, Non-Exempt

Remote vs In Person: Hybrid (50:50)

Salary Range: \$32-\$36/hour

Benefits:

Vacation benefit is calculated at 40 hours per year accrued annually on the hire date. NYSA provides 6 hours of Holiday pay for each of 9 holidays. Sick leave is accrued at 1 hour for every 40 hours worked with a max of 40 hours carried over.

About Us:

NYSA is a 501c3 Non-Profit organization dedicated to promoting the growth and development of young athletes through the sport of soccer. Committed to fostering a positive and inclusive environment, we provide opportunities for children of all ages and skill levels to participate in soccer programs, learn valuable life skills, and build lasting friendships.

Position Overview:

We are seeking a detail-oriented and reliable Part-Time Bookkeeper to join our team. The ideal candidate will play a crucial role in managing the financial transactions of our non-profit organization, ensuring accuracy, transparency, and compliance with accounting standards.

Responsibilities:

Financial Recordkeeping:

- Maintain accurate and up-to-date financial records using accounting software (Quickbooks Online)
- Record all financial transactions, including donations, registration fees, and expenses.
- Assist the Operations Manager in classifying revenue and expenses by cost center.

Accounts Payable and Receivable:

- Process invoices, track payments, and manage accounts payable.
- Coordinate with vendors, sponsors, and partners to ensure timely payments.
- Monitor and follow up on outstanding receivables.
- Manage accounting for employer matching funds donations & reimbursements.
- Manage accounting and payments for approved expense reports.

Bank Reconciliation:

- Reconcile monthly bank statements and resolve any discrepancies.
- Keep track of deposits, withdrawals, and transfers.

Budget Monitoring:

- Assist in the preparation and monitoring of the annual budget.
- Provide regular reports on budget vs. actual performance to the leadership team.
- Track usage of discretionary funds assigned to each club in the in annual budget cycle.

Financial Reporting:

- Generate financial reports for board meetings and other stakeholders.
- Ensure compliance with relevant accounting standards and regulations.

Payroll Processing:

- Collaborate with the Operations Manager to process payroll accurately and on time.
- Maintain payroll records and assist with payroll-related inquiries.

- Ensure that journal entries from the payroll provider are accurate in the accounting system of record.

Tax & Audit Support:

- Prepare documentation and support the organization during audits.
- Work with external auditors to provide necessary financial information.
- Work with our tax accountants to provide access to any information needed for our annual IRS filings.
- Issue 1099s to appropriate vendors.

Qualifications:

- Proven experience as a bookkeeper, preferably in a non-profit setting.
- Proficient in accounting software (e.g., QuickBooks) and Microsoft Office Suite / Google Worksuite.
- Strong understanding of accounting principles and financial reporting.
- Excellent organizational and time-management skills.
- Attention to detail and a high level of accuracy.
- Ability to maintain confidentiality and handle sensitive information.

Application Process:

Interested candidates should submit their resume and a cover letter detailing their relevant experience to exec-cmte@northshoresoccer.org & nathan@northshoresoccer.org. Applications will be accepted until May 1st 2024.

NYSA is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.