

**Unitarian Universalist Ministers Association
Boston, Massachusetts**

Date: Sept 17, 2024

Position Description*: Acting Bookkeeper (part-time)

Reports To: UUMA Executive Leadership Team

Status: Part-Time Independent Contractor (approx 5-10 hours/week)

Time Frame: October 1, 2024 to April 1, 2025 with opportunity to apply for ongoing work.

Budget: \$25-30 per hour

Job Summary: The UUMA is seeking a detail-oriented and reliable Part-Time Bookkeeper to manage and maintain our financial records. We expect this temporary position to not only ensure accurate and timely financial reporting but to partner in identifying specific needs for ongoing financial support. The UUMA is flexible in its approach to this work and will consider an individual or company specializing in bookkeeping or accounting, with a strong understanding of non-profit financial practices.

Key Responsibilities:

1. **Association Needs Review and Sabbatical Coverage**
 - Partner with the UUMA Director of Operations to assess financial needs of the association and craft permanent job description.
 - Support UUMA Director of Programs and Ministry and the UUMA Board and Staff in all financial matters during the Director of Operations Sabbatical (October 28 - Feb 3). In addition to the duties named below additional tasks required during sabbatical time may include: Preparing and managing payroll; monitoring budget expenditures and reporting variances; and reconciling accounts.
2. **Financial Record Keeping:**
 - Maintain accurate records of all financial transactions, including accounts payable and receivable.
 - Record daily transactions and ensure proper documentation for all financial activities.
3. **Accounts Management:**
 - Process and track donations, grants, and other funding sources.
 - Ensure compliance with financial policies and procedures.
4. **Financial Reporting:**
 - Prepare monthly and quarterly financial reports for internal use and board meetings.
 - Assist in the preparation of annual financial statements and reports for bi-annual reviews.
5. **General Administrative Support:**
 - Receive and process mail. Upon receiving mail, deposit checks and forward correspondence as appropriate.
 - Support the Director of Operations & Finance with special projects and financial analysis.

Qualifications:

- **Education:** High school diploma or equivalent required; Associate's degree in accounting or related field preferred.
- **Experience:** Minimum of 2 years of bookkeeping/accounting experience; experience in non-profit accounting a plus.
- **Skills:**
 - Proficiency in QuickBooks Online and Microsoft Office Suite.
 - Strong attention to detail and accuracy.
 - Excellent organizational and time-management skills.
 - Ability to work in a cloud environment and handle confidential information with integrity and professionalism.
- **Knowledge:** Understanding of non-profit accounting principles and financial reporting requirements is desirable.

How to Apply: While applications will be received on a rolling basis, we hope to have an arrangement in place for October 1, 2024. Individuals or Groups interested in partnering for this work should send a proposal detailing experience and qualifications to UUMA Director of Operations and Finance at lallier@uuma.org.

The UUMA is an equal opportunity employer and encourages candidates from all backgrounds to apply.

* Portions of this job description were crafted using [ChatGPT](#)