

Faithful Friends No-Kill Animal Shelter
Volunteer Bookkeeper

Summary:

Individual will maintain thorough and accurate books and records to enable management to make well-informed decisions concerning the organization's financial affairs.

Individual will gain valuable experience, and the joy of working for an organization dedicated to animal welfare, by working under the general supervision of Board Treasurer who is a CPA.

Organization's Mission:

To end the neglect, abandonment, and killing of pets in Delaware and enrich the lives of people by promoting and providing compassionate animal-related welfare and social services.

Qualifications/Skills Required:

- Prior bookkeeping experience.
- Minimum two-year degree in accounting, finance, or business.
- Proficiency with QuickBooks and Microsoft Excel.
- Good organization skills.
- Ability to work 5-7 hours a week.

Responsibilities:

- Inputs vendor invoices to QuickBooks.
- Pays invoices by either generating checks or using on-line banking.
- Posts deposit information to QuickBooks.
- Generates financial reports for Executive Director and Board.
- Reconciles monthly bank statement.
- Maintains vendor files.

Contact:

If interested, please send resume' and letter of interest to Bob Wasserbach, Board Treasurer at wasser56@aol.com.