



## JOB DESCRIPTION

<b>POSITION:</b>	Nonprofit Bookkeeper
<b>LOCATION:</b>	Orange County, California
<b>DEPARTMENT:</b>	Administration
<b>REPORTS TO:</b>	CEO
<b>FLSA STATUS:</b>	Exempt
<b>FT/PT/Hours</b>	Part-Time (20-25 Hours per Week)
<b>SUPERVISES</b>	n/a

### POSITION SUMMARY:

The Bookkeeper oversees and manages the organization's financial recordkeeping, grant compliance accounting, and reporting. This role requires independent judgment, analytical decision-making, and a deep understanding of nonprofit accounting, grant regulations, and fund management. The Bookkeeper will perform work that is directly related to the organization's financial operations and program compliance, supporting leadership with accurate financial reporting and recommendations.

### ESSENTIAL DUTIES & RESPONSIBILITIES

#### Financial Operations & Oversight

- Independently manage and oversee the organization's complete bookkeeping cycle, including Accounts Payable, Accounts Receivable, general ledger review, and financial transaction approval workflows.
- Analyze, reconcile, and review monthly bank, credit card, and balance sheet accounts, resolving discrepancies using professional judgment.
- Maintain, structure, and refine the organization's chart of accounts in QuickBooks Online (QBO) to ensure appropriate fund, class, and program segregation for accurate nonprofit reporting.
- Oversee payroll allocations and ensure compliance with grant requirements, cost-allocation plans, and internal controls.
- Review expense submissions and coding accuracy, ensuring compliance with federal, state, and contract funding guidelines.

#### Grant, Contract, and Fund Accounting Management

- Exercise independent judgment in reviewing, monitoring, and tracking restricted and unrestricted funds across multiple programs, grants, and contracts.
- Interpret grant terms, cost principles, and allowable expenditures to ensure compliance with state and federal regulations.
- Prepare complex financial reports for grantors, state agencies, and internal leadership, including budget-to-actual analysis and forecasting.
- Partner with Program Managers to evaluate spending trends, identify variances, and make recommendations for corrective action or reallocation.



### Compliance, Internal Controls, and Audit Leadership

- Develop, maintain, and enforce internal accounting controls and financial procedures to ensure compliance with U.S. GAAP, ASC standards, federal cost principles, and California nonprofit regulatory requirements.
- Prepare monthly, quarterly, and annual financial statements and supporting documentation for executive leadership and the Board of Directors.
- Serve as the primary liaison with independent auditors, state monitoring agencies, and external CPAs, preparing audit schedules and ensuring organizational readiness.
- Maintain secure financial records and ensure confidentiality in accordance with California privacy laws, federal regulations, and grant requirements.

### **QUALIFICATIONS**

- Minimum of 3 years of nonprofit accounting or bookkeeping experience with an advanced understanding of fund and grant accounting.
- Demonstrated proficiency with QuickBooks Online (QBO) and ability to manage complex nonprofit financial structures.
- Strong knowledge of grant compliance, cost allocation rules, state-funded program requirements, and federal nonprofit regulations.
- Experience preparing financial statements, grant reports, audit documentation, and budget analyses.
- Strong analytical and problem-solving skills, with the ability to interpret financial data and exercise independent judgment.
- Excellent communication skills with the ability to explain financial concepts to non-financial staff.
- Ability to manage multiple deadlines, prioritize work, and operate with a high level of autonomy and professionalism.

### **PHYSICAL REQUIREMENTS & WORK ENVIRONMENT**

- Prolonged periods of sitting, typing, and computer work.
- Occasional lifting of up to **10-15 lbs.** (files, binders, documents).
- Standard office environment.
- Reasonable accommodation is provided per ADA and California FEHA.

### **WORK ENVIRONMENT**

- Typical office environment with moderate noise levels.
- Hybrid/remote work may be available depending on business needs and company policy.
- Occasional off-site work (events, community outreach, trade shows).



## **EXEMPT CLASSIFICATION**

This position is classified as Exempt - Administrative under the Fair Labor Standards Act (FLSA) and California Wage Order requirements.

The role:

- Performs office or non-manual work directly related to management, policies, or general business operations.
- Requires the exercise of discretion and independent judgement on significant financial and compliance matters.
- Meets the California salary basis test.

Abound Food Care is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, national origin, ancestry, age, disability, medical condition, genetic information, sex, pregnancy, gender identity, gender expression, sexual orientation, marital status, military and veteran status, or any other status protected by federal, state, or local law.

Employment with Abound Food Care is at-will. This job description does not constitute a contract of employment and may be changed at any time based on business needs.