



Position Description

Bookkeeping and Financial Administration Services

Anne Arundel Connecting Together (ACT)

Anne Arundel Connecting Together (ACT) is a Maryland non-profit entity organized on a multi-racial, interfaith, cross-economic class, non-partisan, and independent basis. Its core objectives are to research issues affecting residents of Anne Arundel County and organize actions to formulate and implement responses to immediate and long-term problems – addressing existing systemic problems such as a lack of affordable housing, racism, transportation, inadequate education, jobs without a thriving wage, and poverty.

ACT desires to contract with an individual to provide bookkeeping services described below, estimated at 16-20 hours a month. Bookkeeping services are managed by ACT's Treasurer, and under the direction of the Executive Director, who have access to the Quickbooks online system. Anticipated start date is February 1, 2023. This is a virtual position with the expectations of maintaining an effective communications process.

Description of Services

ACT's financial records are maintained on a calendar year (Jan-Dec) and reported monthly on a cash basis. Its annual budget is produced in December for Board approval, inputted to QuickBooks online, and all categories reviewed and adjusted to take effect January 1 of the calendar year. Services identified include:

- Entering/recording all receivables and payable transactions into the Quickbooks online accounting system on a weekly basis
- Entering/recording any Grantor/Donor income from other accounts, not already entered during the week, including any other transactions from other online donation systems.
- Entering any checks written by the Executive Director or Treasurer
- Downloading all available data and statements from all bank and credit card accounts online and match transactions to data already entered in accounting system or post the transactions and allocate to the applicable program.
- Reconciling all monthly account statements to confirm all transactions have been entered accurately.
- Processing staff payroll and deductions through QuickBooks online and uploading federal and state tax payments.
- Reviewing and producing for the Treasurer's review and analysis, Monthly financial reports: Profit & Loss Statement; Monthly Financial Statement with a budget vs Actual comparison; and on a quarterly basis, income/expense projections
- Producing annual 1099 statements for all contractors from QuickBooks for mailing by the Treasurer
- Producing W-2 statements for ACT staff

- Producing a year-end list of individual donors and amounts to receive acknowledgement letters
- Producing year-end financial statements for review by an independent accounting firm for preparation of the annual 990 form.

Experience/Qualifications

- QuickBooks Online Accounting training
- Three-to five years of work with non-profit organizations
- Knowledge of non-profit fundraising

Please provide a cover letter describing existing and prior work and experiences, expected costs, and three references to: Linda Hanifin Bonner, Ph.d, ACT Treasurer, lhbonner@hanifin.com. Additional questions and information, please contact Ms. Hanifin Bonner.