



ALL OUR KIN

Bookkeeper, All Our Kin Part-Time, New Haven, CT

All Our Kin, Inc., a nationally-recognized, Connecticut-based nonprofit organization that trains, supports, and sustains community child care providers to ensure that children and families have the foundation they need to succeed in school and in life. We are seeking an experienced and upbeat Bookkeeper to join our team and provide day-to-day financial and administrative support for the Finance and HR department.

All Our Kin first opened its doors in a New Haven housing development in 1999 with two staff members, six mothers, six children, and one core belief: all children deserve access to high-quality early learning opportunities. Through our programs, family child care professionals succeed as business owners; working parents find stable, high-quality care for their children; and our youngest and most vulnerable children receive the early learning experiences that prepare them to succeed in school and in life. Today, we serve over 400 family child care providers in New Haven, Bridgeport, Norwalk and Stamford, with a new office opening in New York City in 2018; these parents and educators in turn serve over 2,400 children in our community. To learn more about our work, please visit www.allourkin.org.

We are searching for an enthusiastic team player who is looking to make an impact and is excited about being a part of an effective, growing and dynamic non-profit organization. We offer competitive salary, a flexible schedule, and the opportunity to work with a team of skilled and motivated professionals. The Bookkeeper will report directly to the Director of Finance & HR. The Bookkeeper will work primarily in New Haven, CT. This is a part-time position.

Key responsibilities of the Bookkeeper include:

- Responsible for Accounts Payable & Receivable and other related tasks
- Record monthly journal entries
- Process weekly check requests and related tasks
- Process, distribute, and code monthly credit card reports
- Process monthly mileage reimbursement requests
- Maintain Accounting and HR files
- Process weekly payroll and manage ADP-related tasks
- Process monthly invoices and payments for the loan program
- Process background checks
- Assist Director of Finance and HR with yearly Audit process
- Provide support on other Finance/HR related tasks, as needed

Ideal candidates will:

- Believe in the All Our Kin mission and model
- Be knowledgeable of QuickBooks and ADP
- Be proactive, highly organized, detail-oriented and take initiative to achieve goals
- Be equally comfortable and effectively work independently and as part of a team
- Be willing to learn and creatively problem-solve
- Demonstrate a high degree of discretion dealing with confidential information
- Be proficient in Word and Excel
- Will be available to work 15-20 hours per week

Education/Experience

- Associate's degree in Accounting or related field, or Bookkeeping certification
- 2-3 years experience working with QuickBooks or similar accounting software
- 1-2 years experience working with ADP and/or HR-related tasks
- Nonprofit finance experience desired

Benefits of Working at All Our Kin:

All Our Kin's small size, focus on innovation, and collaborative model of program development make it possible for staff members to get a close look at the workings of a small, high-impact nonprofit organization on the cusp of two critical issues: job creating and child care. All Our Kin is an equal opportunity employer and recognizes that diversity and opportunity are fundamental to children's lives and to our work. We offer competitive salaries.

Send resume and cover letter by email to job.cksa4@allourkin.recruitee.com.