Bookkeeper (Part-Time)

The Raleigh Ringers, an internationally acclaimed, advanced community handbell ensemble based in Raleigh, North Carolina, seeks part-time bookkeeper to assist with its financial operations. A 501(c)(3) nonprofit organization, The Raleigh Ringers employs generally accepted accounting principles using QuickBooks for NonProfits. Day-to-day financial management is controlled by the part-time business manager. The treasurer provides monthly oversight of the day-to-day financial management, as defined in our by-laws. The organization's financial statements and reports are reviewed annually by a separate accounting firm and have not shown any findings, comments, or recommendations.

Job Responsibilities

- Manage bank accounts and reconcile monthly bank statements*
- Monitor QuickBooks transactions for accuracy to maintain consistency in financial data
- Prepare financial and other reports as needed
- Provide supporting documentation for journal entries
- Enter adjusting entries provided by the treasurer or accounting firm
- Process monthly payroll and file payroll taxes; create W-2s annually
- Create 1099s annually
- Apply for North Carolina sales tax refund biannually
- Provide staff support to facilitate annual financial review

**This position is not responsible for daily data entry of financial information. The business manager enters invoices, writes checks and makes deposits, as well as verifies, allocates and posts transactions in QuickBooks.*

Qualifications:

- experience in accounting for nonprofit organizations
- solid understanding of basic bookkeeping and accounting best practices
- attention to detail in managing finances
- effective communication and time management skills

About The Raleigh Ringers

Since its founding in 1990, The Raleigh Ringers has been dazzling concert audiences with unique interpretations of sacred, secular and popular music, including famous rock 'n' roll tunes arranged just for handbells. The Raleigh Ringers also supports and encourages fellow handbell musicians by sponsoring annual festivals, workshops and classes, and commissions composers to create works for advanced handbell choirs.

Salary: Negotiable
To Apply: Please email a cover letter, résumé and 2-3 references to hiring@rr.org by **March 15, 2024**.
Job Type: Part-time (10 hours/month average).
Location: Virtual

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