



BOOKKEEPING POSITION (contractual)

Monthly Salary: \$1,250

We are looking for a highly skilled and detailed-oriented Bookkeeper to join our team.

The Bookkeeper will be responsible for managing day-to-day financial operations, ensure accurate records, and support compliance and reporting.

Key Responsibilities

- **Financial Record Keeping:** Maintain accurate records of all financial transactions, including donations, expenses, and grants, using accounting software or spreadsheets.
- **Reporting:** Prepare monthly financial statements and reports for management and the board, ensuring transparency and accountability in financial operations.
- **Accounts Payable and Receivable:** Manage accounts payable and receivable, including creating invoices and processing payments, to ensure timely financial operations.
- **Budget Management:** Assist in budget preparation and monitor budget variances, reporting any discrepancies to management.
- **Audit Liaison:** Serve as the primary contact for external auditors during annual audits, ensuring all necessary documentation is prepared and available.

Required Qualifications

- **Education:** An associate's degree in accounting, finance, or a related field; a bachelor's degree preferred.
- **Experience:** At least 2-3 years of bookkeeping experience, preferably in a nonprofit setting.
- **Technical Skills:** Proficiency in accounting software (e.g., QuickBooks) and Microsoft Excel.
- **Knowledge of Nonprofit Accounting:** Familiarity with Generally Accepted Accounting Principles (GAAP) and nonprofit financial regulations.

Desired Skills

- **Attention to Detail:** Strong attention to detail and accuracy in financial reporting to prevent errors that could lead to compliance issues.
- **Analytical Skills:** Ability to analyze financial data and provide actionable insights to management.
- **Communication Skills:** Excellent verbal and written communication skills for effective collaboration with team members and external stakeholders.

Benefits

- Four-day work week, 7 hours per day (28 hours weekly)
- Hybrid work schedule with 80 percent being in person



NEWARK
SCIENCE AND SUSTAINABILITY INC.
Think Global, Act Local, That's Glocal

a 501c3 nonprofit

- Thirty-day paid wellness vacation (December 15 to January 15)
- Professional development opportunities

Newark Science and Sustainability, Inc. (Newark SaS) is a community-rooted nonprofit advancing generational sustainability through urban agriculture, environmental education, clean energy awareness, and green economic development. Founded in 2013, we work to ensure that residents—particularly those in historically disinvested, food insured neighborhoods—have access to healthy food, green spaces, and opportunities to shape a more resilient environmental future.

We are an equal opportunity employer and value diversity at our company. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. Please submit your resume and a cover letter outlining your qualifications and experience to info@sasglocal.com.