



**Bookkeeper/Financial Administrator, Part-time**  
*Touch of Love International — Colorado Springs, Colorado*

TOLI (Touch of Love International), a Colorado Springs-based nonprofit that alleviates poverty through microloans, small business training and Christian discipleship, is seeking a motivated professional to join our team. We are hiring a part-time Bookkeeper/Financial Administrator to handle all of the organization's bookkeeping and accounting functions. This person will be a key member of a small but growing nonprofit, reporting to the Executive Director.

This position requires a flexible person with experience in bookkeeping and/or accounting, who is detail-oriented, highly motivated, and takes initiative. This position has the potential to grow into a broader role, based on TOLI's growth and organizational needs.

*Terms: Part-time, 8-15 hours per week, contracted.*

**Responsibilities and Duties**

- QuickBooks Online entries, reconciliations, monthly reports and general record-keeping
- Weekly check processing and bank deposits
- Ensure transactions are categorized by funding line and accounting category
- Prepare payments (check and online) of general expenses, vendors, and others as needed
- Manage outgoing "Grants to Partners" facilitating international bank transfers, and maintaining records of wires
- Reconcile bank and credit card statements monthly
- Maintain donor records, documenting donations, donor relationships, thank you letters and contribution receipts
- Prepare and send end-of-year Contribution Statements
- Coordinate with CPA firm for filing annual 990 non-profit tax returns
- Prepare quarterly Statement of Activity and Statement of Financial Position reports, as well as prepare annual reports data
- Work with Board Treasurer to prepare reports and analyze financial data
- Provide administrative support to the Executive Director as needed, weekly meeting with Executive Director at office
- Other duties as assigned by the Executive Director
- Manage orders for office supplies, equipment and other program supplies
  
- **Other job features:** Flexible schedule, remote or work-from-home possibility, potential growth into position with larger scope, driving required (for bank deposits and other tasks)

## Qualifications and Skills

- Must have a minimum of 3 years bookkeeping experience—nonprofit experience strongly preferred
- Proficiency in QuickBooks Online for Nonprofits
- Proficiency in relevant programs and platforms including Microsoft Office (Word, Excel, PowerPoint); and Google Suite (Docs, Sheets, Slides)
- Understanding of online payment gateways such as Stripe, PayPal, etc.
- Ability to work within spreadsheets and databases
- Experience preparing monthly financial reports, preferably with a nonprofit
- Understanding of the unique accounting requirements of a nonprofit
- Exceptional organizational and time management skills
- Excellent planning skills; ability to prioritize tasks
- Strong written and verbal communication skills
- Recent and relevant accounting experience
- Proven ability to meet organizational goals and critical deadlines
- Is both a team-player and a self-starter, willing to solve problems, think creatively and learn by doing

## Characteristics and qualities

- A deep commitment to Jesus Christ as Lord and Savior
- Of utmost integrity, trustworthiness and accountability
- Active in prayer for the mission of TOLI and our work together as disciples
- Demonstrates a life of faith and believes in TOLI's mission

## Education and Experience

Associate or Bachelor's degree in accounting or related field preferred. Three years professional experience in bookkeeping required with two years' experience in nonprofits preferred. Must have drivers' license and transportation.

**Salary:** \$15.00 to 18.00/hour; negotiable based on experience

**Job Type:** Part-time, contracted

**Location:** Colorado Springs, CO

**Interested?** Email resume and letter of interest to Abigail McConnell, Executive Director, [amcconnell@touchofloveinternational.org](mailto:amcconnell@touchofloveinternational.org)

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*TOLI (Touch of Love International) brings transformation to men and women living in poor communities through microloans, small business training, and Christian discipleship*

**[www.touchofloveinternational.org](http://www.touchofloveinternational.org)**