



Bookkeeper

CodeVA is a thought leader in the K-12 education community, developing and delivering engaging computer science content for both learners and educators. We are a growing 501(c)(3) non-profit organization based in Richmond, Virginia, committed to retaining the core values that align our work to the organization's mission. CodeVA is committed to equitably supporting learners and educators, to building sustainable and collaborative communities, and to employing creativity and problem solving to support the changing educational landscape. Our funders and partnerships include Amazon, Capital One, Google, Meta, The Commonwealth of Virginia, The National Science Foundation, and many other amazing companies, government agencies, and partners who value the need for a computer science-ready workforce.

The Bookkeeper is responsible for ensuring all financial transactions are accurately recorded in the appropriate financial systems. They will engage with multiple CodeVA team members, external partners and contractors to ensure accuracy in financial reporting. The Bookkeeper will monitor cash flow and produce financial reports to assist the management team in making strategic decisions, and they will maintain compliance with financial policies and procedures. This position works under the direct supervision of the Sr. Director of Finance and Advancement.

Job Responsibilities

- Manage vendor payments using QuickBooks and Certify to set up new vendors, enter payments, and review with Sr. Director of Finance and Advancement
- Contact vendors and review contracts as necessary to verify amounts and other vital information
- Process and reconcile restricted and unrestricted receipts
- Create invoices for customers and contact funders as appropriate to collect overdue payments
- Monitor bank balances regularly and perform monthly account reconciliations
- Reconcile credit card transactions and check expense reports for accuracy
- Work with the Sr. Director of Finance and Advancement and Accountant to prepare transactional level journal entries and complete monthly closing process
- Process bi-weekly payroll including employee reminders
- Prepare, review, and distribute timely and accurate internal financial reports using QuickBooks and Excel
- Work with program teams to evaluate transactional accuracy by team and recommend correcting entries when necessary

- Assist in preparation of monthly reporting package for Finance Committee and Board of Directors
- Support external auditors in completing fiscal year audits and 990 tax preparations
- Implement and maintain compliance measures with internal controls and with federal, state and local grant regulations
- Perform additional tasks and reporting as directed by the Sr. Director of Finance and Advancement

Job Qualifications

- Bachelor's Degree in Accounting or other related field, or equivalent work experience
- Minimum of 3-5 years of related work experience in accounting and financial reporting
- Well-rounded knowledge of GAAP, best practices, and other industry-standard accounting frameworks
- Demonstrated bookkeeping expertise in non-profit accounting preferred
- Ability to successfully interpret and implement government regulations
- Detail-oriented self starter with strong analytical, organizational and problem-solving skills
- Ability to establish and maintain effective working relationships with colleagues, external partners, and government agencies
- Demonstrate ability to act with integrity, professionalism, and confidentiality
- Display excellent oral and written communication and service skills
- Exhibit a strong commitment to community service, in particular through public education
- Proficient use and application of Quickbooks Online and Microsoft Excel/Google Sheets
- Familiarity with QuickBooks Time and Emburse/Certify preferred
- Proficiency with Microsoft Office and Google Suite
- Serve on working groups, committees and impact teams as assigned
- A strong commitment to community service, in particular through Public Education

Physical Qualifications

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods of sitting at a desk and working at a computer

Benefits and Salary

Salary: \$55,000

CodeVA offers a generous benefits package for full-time eligible employees, including 100% company provided health insurance base plan, with an option for employees to upgrade to a platinum plan, fully covered dental insurance, vision insurance, life insurance, accidental death and dismemberment insurance, short-term and long-term disability insurance, as well as generous holiday, sick, and vacation pay.

Equal Opportunity Employment

At CodeVA we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. CodeVA believes that diversity and inclusion among our team is critical to our success as an organization, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

How to Apply

Submit your resume and cover letter to HR@codevirginia.org no later than Wednesday, April 9, 2024. Please indicate "Bookkeeper" in the subject line of your email. Evaluation of submissions will begin immediately. Please no phone calls or in-person drop-offs. Only email submissions will be reviewed.