

**Seeking Bookkeeper
for THE ARIZONA FAIR HOUSING CENTER (AZFHC) -
request for proposals**

\$20 - \$50 / TEST + MILEAGE REIMBURSEMENT

(LIMITED) Work is assigned as needed and based on tester availability.

Working hours are 9:00 AM – 6:00 PM Monday – Sunday.

JOB RESPONSIBILITIES

AZFHC is looking for a contract bookkeeper skilled in Quickbooks Online to Maintain our financial records, including purchases, receipts, payments, revenue, and invoices according to generally accepted accounting practices. Your firm will be responsible for recording our financial data into general ledgers in order to produce a monthly balance sheet and income statement. You will work with the AZFHC CPA and staff to classify and reconcile accounts and expenditures and to provide monthly financial documents that may be used by the board of directors and staff to make accurate financial decisions.

Quickbooks Online experience is required. Knowledge of nonprofit tax rules and federal funding rules is a plus! The Bookkeeper will work directly with our CPA, Executive Director, and Operations Administrator. We currently have a yearly budget of less than \$500K and have less than 40 transactions per month.

The following are essential:

- QUICKBOOKS online Account set up and maintenance
- Record day-to-day transactions
- Verify that transactions are recorded in the correct grant classifications & general ledger
- Complete yearly tax forms
- Enter data, maintain records, and provide monthly financial statements
- Process accounts receivable/payable
- Be able to provide Balance sheets and income statements as needed

The AZFHC is a grant-funded, non-profit 501c3 organization. Proposals will be accepted until Dec 15, 2023, Decisions will be made December 31st. Please send your proposal and fee structure to ryan.winkle@azfhc.org

HOW TO BECOME AZFHC Bookkeeper

If you are interested in becoming AZFHC Bookkeeper, you must contact our administration.

For more information contact us by phone at (602) 548-1599, or by email at contact@azfhc.org.